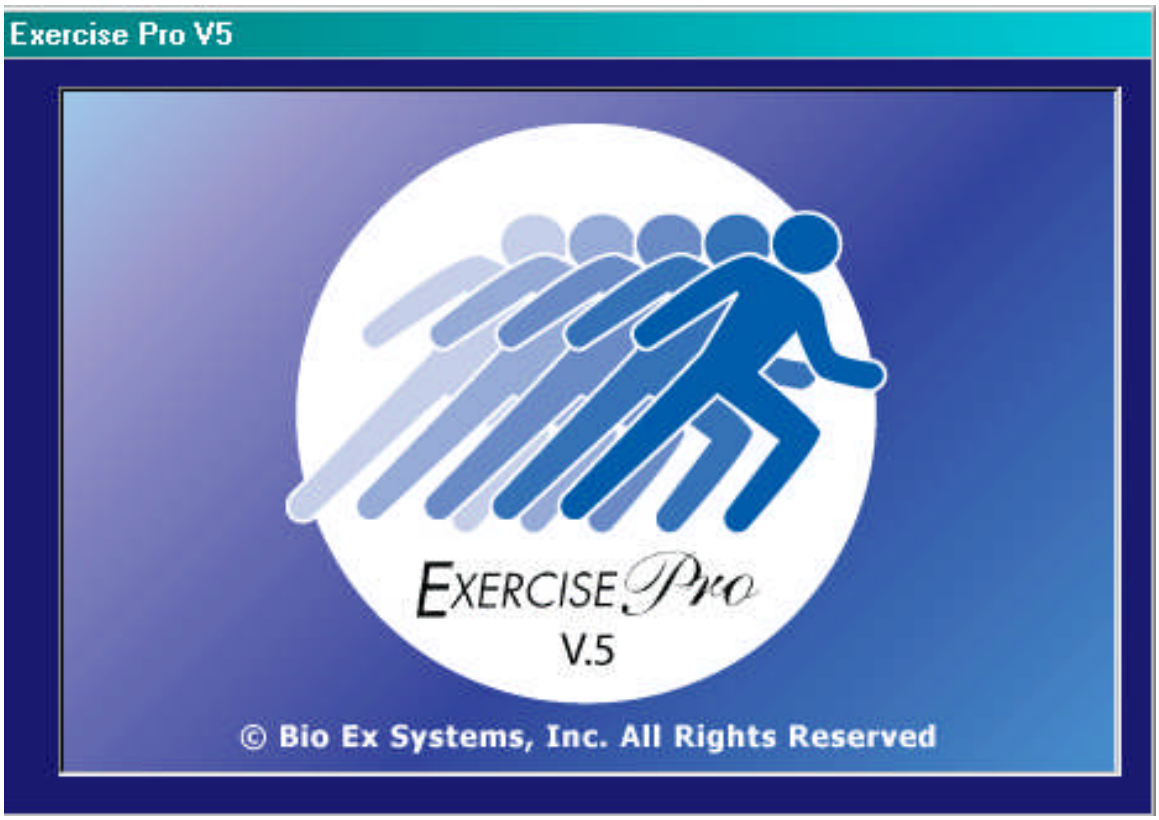

Exercise Pro V5 User Manual

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Please see http://www.BioExSystems.com/license.htm for program license information.

Chapter 1

Getting Started

Overview

Creating home exercise programs for the clients often requires lots of searching, cutting, pasting, and copying exercises – over and over and over again. Exercise Pro V5 contains over 3,200 exercises and many predefined protocols to help to quickly create clear, concise, and professionally illustrated home exercise programs for the clients.

Each exercise has professional illustrations to help the clients correctly perform the exercises by selecting weights, tubing, canes, balls, and many more devices to further customize each exercise. Increasing picture and text size for the clients with poor eyesight is also an important option that Exercise Pro V5 provides.

Exercise Pro V5 includes educational topics, such as diabetic foot care, crutch training, transfers, body mechanics, and much more. This program allows for a full database of exercises, which are designed for physical therapists and athletic trainers.

Note: Depending on the version, some parts of this user guide might not apply.

Exercise Pro V5 contains advanced search functionality to help narrow the search for exercises to use in an exercise program by clicking the following different search criteria tabs.

1. **Body Area** – Search for exercises by major areas of the body.
2. **All** – Search for exercises using a combination of all the search criteria.
3. **Protocols** – Search for exercises or protocols by pre-defined protocols.
4. **Find** – Search for exercises by anatomical names, common names, or exercise numbers.
5. **Ed. Topics** – Search for educational topic handouts you can give your clients.
6. **Muscles** – Search for exercises by muscles.
7. **Mus. Groups** – Search for exercises by major muscle groups.
8. **Mus. Category** – Search for exercises by muscle categories.
9. **Visual Body** – Search for exercises by selecting an area of the body.

10. **Move & Pos.** – Search for exercises by movement type.
11. **Picture** – Search for exercise pictures.
12. **Neuro** – Search for neurological exercises.
13. **Amputee** – Search for amputee exercises.
14. **Aquatics** – Search for aquatic exercises.
15. **Yoga** – Search for yoga postures.
16. **Pilates** – Search for Pilates exercises.
17. **Pedi**. – Search for pediatric exercises.
18. **Power/Agility** – Search for power and agility exercises.
19. **Func. Jumps** – Search for exercises that include jumping.
20. **Func. Reaching** – Search for exercises that include reaching.
21. **Client History** – Search for a client history.
22. **Custom 1/Custom 2** – Search for the custom exercises that were created.

Note: ***Active Care*** is designed for Chiropractors, which includes most of the same functionality as Exercise Pro V5 with exercises specific for Chiropractors.

What's New in Version 5

Exercise Pro V5 contains many upgrades in functionality and content. Now, it's easier than ever to create professional exercise programs for the clients.

Expanded Searches

Searches are categorized in tabs to make things easier. Exercise Pro V5 contains more search methods than ever before, including:

23. A Boolean style search is now offered, which allows for a search through the program by typing in keywords that provide all topics related to those keywords.
24. Education and Protocol searches are allowed on the Find Tab.
25. Client Search Tab will now show clients for a specified date range.
26. All tabs have a Clear feature to reset the search criteria to the previous search.
27. Functional Exercise Tabs have been added.

Increased Content

Functional exercises and more educational topics have been added. Exercise Pro V5 now contains over 3,200 exercises, including Pilates, Yoga, Power and Agility, Aqua, and Orthopedic-related content. The latest feature added allows for Word documents to be imported to the Education Topics.

Customize the Work Environment

The Exercise Pro V5 can now be customized for the work environment that matches the work and the client's requirements.

Protocols

The individual exercises can be viewed within protocols. The changes stay in the protocol when an exercise is edited. This new feature eliminates the need to copy exercises and make variations for the protocols.

Printing and Reports

A Print window gives many options for printing the client exercise programs, including:

28. Print exercises by numbers, anatomical names, or common names.
29. Support PDF format for printing and saving that version to specified directory.
30. Show the Print dialog box when printing, which is provided in the Print and Settings dialog box.
31. Print sublines on workout grids, which is provided in the Print and Settings dialog box.
32. A comment box is available to be automatically added when printing reports.
33. An option to not print the signature line is available.
34. Although it is not recommended, report margins can now be changed to specifications.
35. The Print screen will now stay open after printing in case there is a need to reprint the report or print a new report.
36. Not saving the printed report is now available.
37. Frequently used exercised can now be added to the reports.
38. The workout grid and blank workout grid can now be printed.
39. The printed exercises can now be converted to aquatics.

New Workout Grid

New workout grid features have been added, including:

40. Target heart rate was added.
41. Printed exercise programs can include pyramid exercise information.
42. New Cover Page reports give you a professional looking cover page for a packet of reports.
43. Add a facility logo.
44. Client Name is now one field.

Security Settings

The Security Tab was added to the General Program settings. A user can now be added and maintained on this tab, which requires the user to login each time that user is opening the program. Exercise Pro Version 5 will also close automatically after a specified amount of time.

Other

The following other options have been added:

45. Enhanced security settings
46. Internet settings for email
47. Improved picture editor
48. Maintenance of exercise order in patient history
49. Auto Backup
50. Target heart rate calculator

51. Functional Jumping and Functional Movement tabs
52. Ability to add exercises to the favorites

Hardware and Software Requirements

Hardware

- Pentium computer with 100 megabytes of free hard disk space
- Monitor with at least 800 x 600 resolution
- Laser or ink jet printer

Software

- Windows 2000/XP/2003/Vista

Contacting Technical Support

Contact BioEx Systems, Inc. for technical support. A response will be sent with one business day.

BioEx Systems, Inc.
P.O. Box 926
Smithville, TX 78757
support@bioexsystems.com
1-800-750-2756 (Mon.-Fri. 9:00 a.m. to 5:00 p.m. CST)

Chapter 2

Client Exercise Programs

Searching for Exercises

The different tabs on the main Exercise Pro V5 window give different ways to search for exercises.

1. Click a search tab to narrow the search criteria.
2. Place checkmarks in the checkboxes next to the search criteria to use.
3. Click **Search**.

Tab	Search Criteria
Body Area	Body Area, Specialized, Exercise Type, and Exercise With
Muscle Category	Muscle Category, Specialized, Exercise Type, and Exercise With
Muscle Group	Body Muscle Groups, Specialized, Exercise Type, and Exercise With
Muscles	Muscle, Specialized, Exercise Type, and Exercise With
Movement and Position	Body Area, Exercise Type, Position, Movement, and Exercise With
Visual Body	Visual Body Picture, Specialized, Exercise Type, and Exercise With
Amputee (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Aquatics	Body Area, Specialized, Exercise Type, Movement, and Exercise With
Geriatric (Exercise Pro Only)	Body Area, Exercise Type, Position, Movement, and Exercise With
Neurological (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Pediatric (Exercise Pro Only)	Body Area, Specialized, Pediatric Type, and Exercise With

Tab	Search Criteria
Pilates	Body Area, Exercise Type, Position, Pilates Level, Movement, and Exercise With
Power/Agility	Body Area, Body Muscle Groups, Exercise Type, Position, and Exercise With
Yoga	Body Area, Body Muscle Groups, Exercise Type, and Yoga Type
Func. Reaching	Func. Movement, Action, and Direction
Func. Jumping	Func. Arm Movement, Direction, and Level
Custom 1/2	Specified Search Criteria
All	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Find	Keywords
Picture	Body Area, Specialized, Exercise Type, Pediatric Type, Position, Yoga Type, Movement, and Exercise With

Customizing Your Work Environment

Use the **Search Options** icons to customize the work environment.

	Display Print Layout – This layout contains the search criteria tabs on the left side of the screen and the selected exercise pictures on the right side of the screen.
	Display Print List – This layout contains the search criteria tabs on the bottom of the screen and a list of the selected exercise names on the top of the screen. This option doesn't show the exercise pictures in an exercise program format.
	Display Search List – The search results are returned in text format.
	Display Exercise Pictures with Names – The search results are returned in picture and text format. Click Next and Back to scroll through the exercises.
	Display Exercise Pictures without Names – The search results are returned in picture format. Click Next and Back to scroll through the exercises.
	Display Anatomical Names – Exercises are listed by using anatomical names. Some specialty exercises, for example, yoga, do not have anatomical names.
	Display Common Names – Exercises are listed by using common names.

Creating a Client Exercise Program

Create client exercise programs by searching for and selecting exercises.

1. *Searching for Exercises*.
2. Double-click the exercise in the **Found** list or the picture to add the exercise to the **Selected Exercises** list on the right-hand side of the screen as shown in Figure 1.

Tip: Drag and drop the exercise into the **Selected Exercises** list.

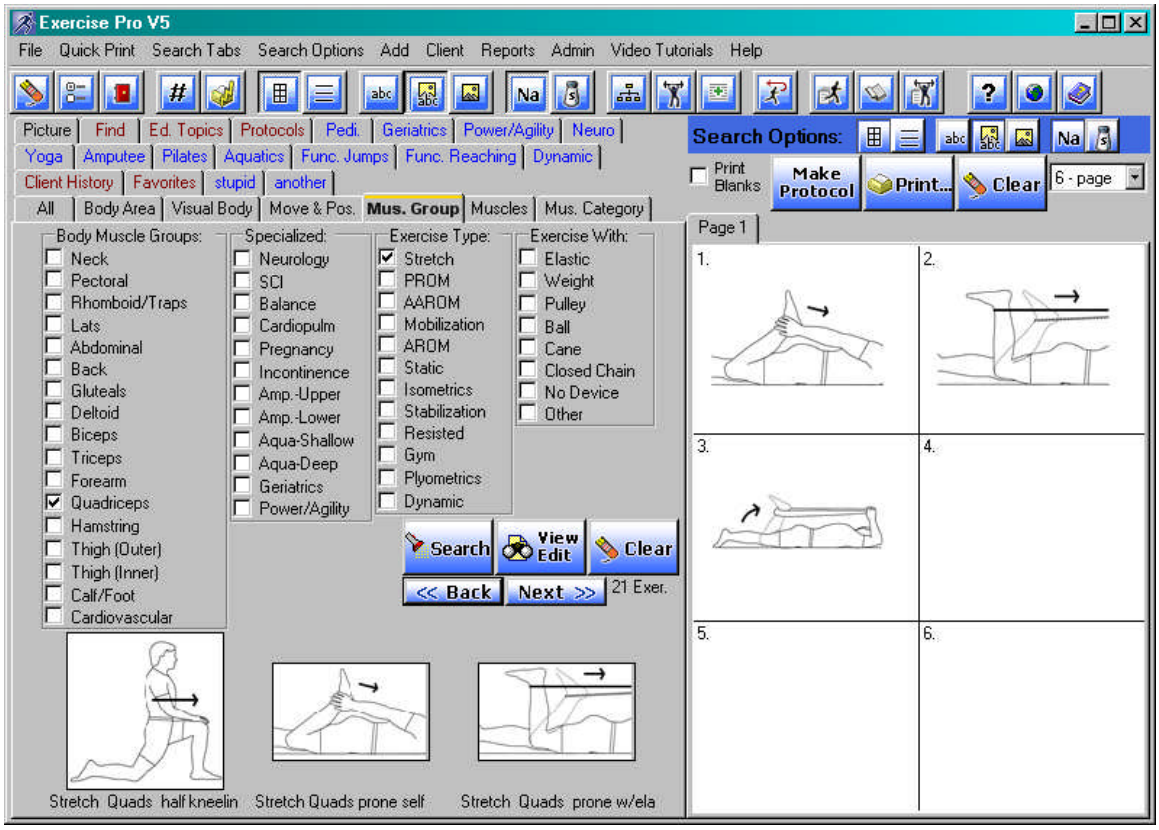

Figure 1 - Main Window with Selected Exercises

3. Right-click the exercise in the **Found** list and select **Bookmark** to bookmark this exercise for later use.

Note: This is optional.

4. Right-click the exercise in the **Found** list or the picture in the **Selected Exercises** list and select **View Edit** to edit the exercise.

Note: This is optional.

5. Right-click the exercise in the **Found** list or the picture in the **Selected Exercises** list and select **Add to Favorites** to add this exercise to the favorites.

Note: This is optional. However, this is a good tool to use when selecting the same exercises daily.

6. Right-click the picture in the **Selected Exercises** list and select **Warm Up**, **Work Out**, or **Cool Down**, which are automatically added as a **Work Out**.

Note: This is optional.

7. Right-click the picture in the **Selected Exercises** list and select **Move Up** or **Move Down** to reorder the exercises for printing.
8. Right-click the picture in the **Selected Exercises** list and select **Remove** to delete the exercise from the program.

Tip: Click **Clear** or **File»Clear** to clear the search results and **Selected Exercises** list on each tab. Printing an exercise program also clears the search results and **Selected Exercises** list on each tab.

9. Enter the **Use Information** if required (Figure 2).

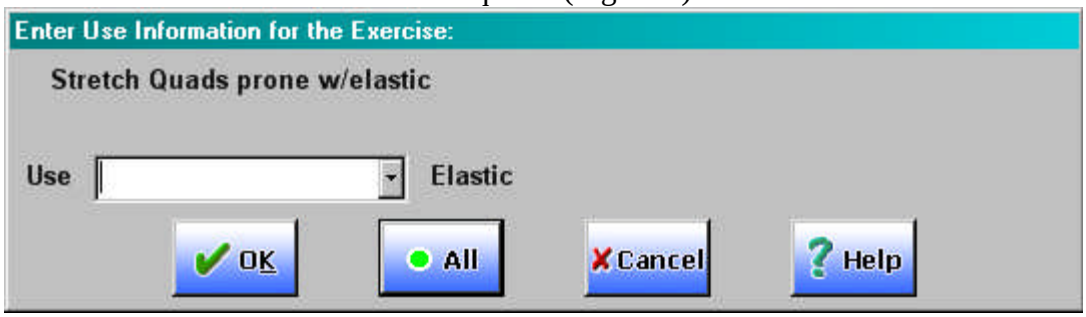

Figure 2 - Use Information dialog box

10. Click **Print** from the **Printing Information** dialog box or click **OK** from the **Add New Protocol** dialog box.

Printing a Client Exercise Program or Protocol

Print an entire protocol or individual exercises from a protocol.

-

- *Creating a Client Exercise* Program or a *Creating* a Protocol.
- Click **Print** as seen in Figure 3.

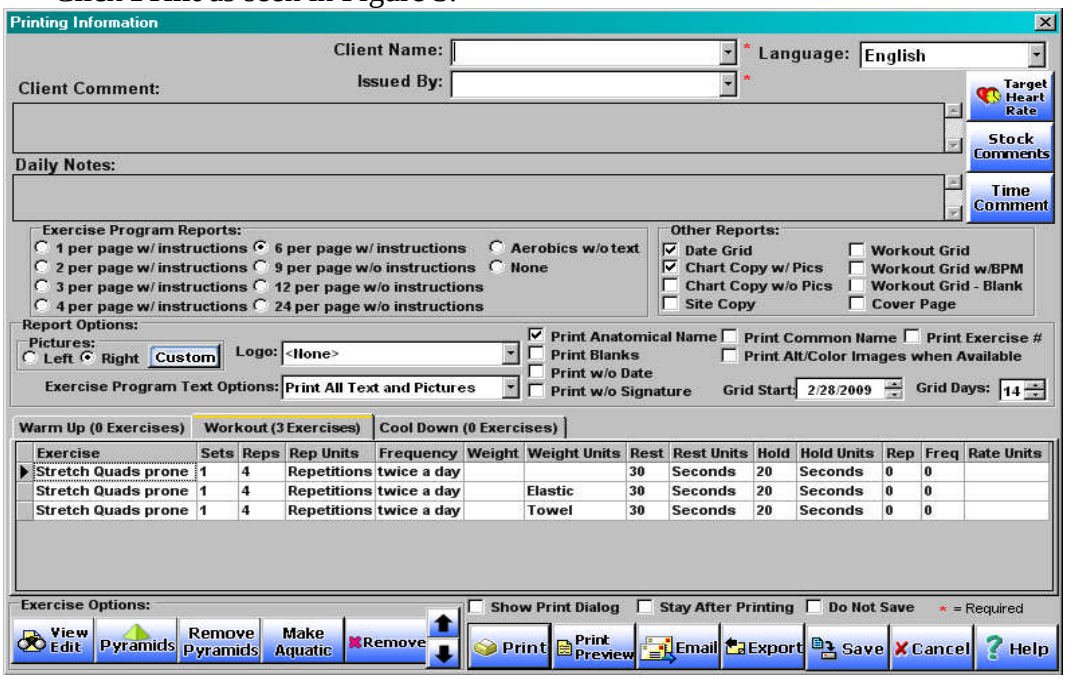

Figure 3 - Printing Information Dialog Box

- Enter the client's name or select an existing client from the **Client Name:** drop-down list.
- Enter the name or select the name from the **Issued By** drop-down list.
- Select the language (English or Spanish) to print the client exercise program or protocol.

Note: If the exercise is edited in English, the Spanish text does not automatically update. The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Pro V5 uses the default Spanish text.

- Click **Target Heart Rate** to calculate the client's heart rate (Optional) as shown in Figure 4.

53. Enter the client's age.
54. Select the heart rate percentage in the **Heart Rate Target** box.

Note: Select Custom to add a specific heart rate percentage not listed.

55. Click **Calculate** and ensure that the client's maximum heart rate and comment appears in **Client Comment Text** box.

Note: The **Client Comment Text** box allows for editing options.

56. Click **OK** to return to the **Printing Information** dialog box.

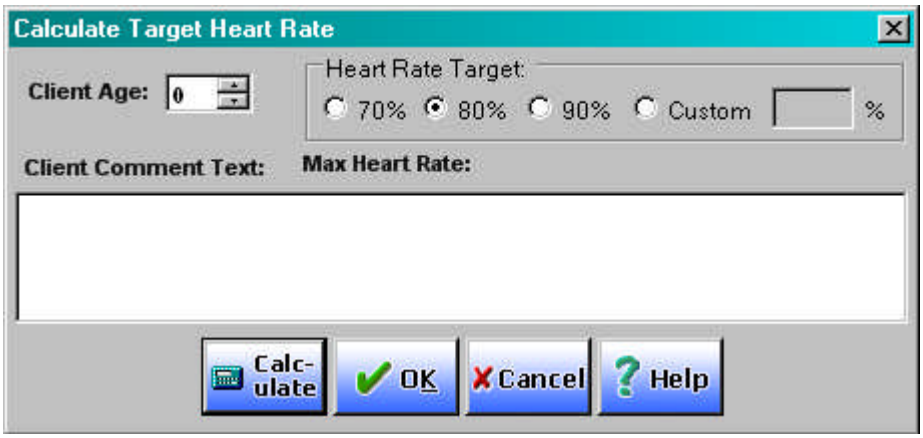

Figure 4 - Target Heart Rate Calculator

- Click **Stock Comments** to add stock comments to the exercise program to the report.

Note: Refer to the *Adding Stock Comments to an Exercise Program* section on page 16 for more information about adding stock comments to an exercise programs.

- Click **Time Comments** to show the time use the **Sets**, **Reps**, **Rest**, **Rate**, and **Hold** information as a rough estimate of the time to create the exercise program that can be calculated.
- Enter any additional comments in the **Daily Notes** box (Optional).
- Select the **Exercise Program Reports:**, **Other Reports:**, and **Report Options:** to print with the selected report options.

Note: Refer to the *Client Reports* section on page 67 for more information about reports.

- Click the **Warm Up** tab to show the warm up exercises that will be printed for the selected exercise program.
- Click the **Workout** tab to show the workout exercises that will be printed for the selected exercise program.
- Click the **Cool Down** tab to show the cool down exercises that will be printed for the selected exercise program.
- Place a checkmark in the **Show Print Dialog** checkbox to use the print dialog box; otherwise, it will print 1 copy to the default printer.
- Place a checkmark in the **Stay After Printing** checkbox to ensure that the **Print** screen stays open after printing is completed.
- Place a checkmark in the **Do Not Save** checkbox to not save the exercise program that was just printed.
- Click **View Edit** to edit the exercise program or protocol (Optional).

Note: Refer to the *Editing Exercises* section on page 32 for more information about editing exercises.

- Click **Pyramids** to configure the pyramid settings or click **Remove Pyramids** to clear the pyramid selections.

Note: Exercises with pyramids show **Pyr** in the set and repetition information. Refer to the *Setting Pyramids* section on page 21 for more information about pyramids.

- Click **Make Aquatic** to show what the exercise will look like when performed in the water.
- Click the up arrow or down arrow to move the exercises up or down.
- Click the following appropriate buttons.

57. **Print** to print the report.
58. **Email** to email the report.
59. **Print Preview** to display a preview of the report.
60. **Export** to export the program to a *.PDF file.

Note: Acrobat Reader is required to open *.PDF files.

61. **Save** to save the exercise program.
62. **Cancel** to cancel the print.

- Click **Save**.
- Click **Print**.

Reprinting an Exercise Program for a Client

Print multiple copies of the client exercise program after it has already been printed.

1. *Searching for Client Histories and Exercise Programs*.
2. Click **Reprint** to open the **Printing Information** dialog box as shown in Figure 3.

Note: Exercise Pro V5 allows for the option of modifying the exercise program before reprinting.

3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language (English or Spanish) to print the client exercise program or protocol.

Note: If the exercise is edited in English, the Spanish text does not automatically update. The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Pro V5 uses the default Spanish text.

6. Select the print options.

Note: Refer to the *Printing a Client Exercise Program or Protocol* section for more information about print options.

7. Click **Save**.
8. Click **Print**.

Quickly Printing an Exercise Program

Select **Quick Print»Quick Print Selected Items on Main Screen** from the main menu to quickly print the exercises in the Selected Exercises list. The reports that print are default reports on the **Reports** tab in the **Program Settings** dialog box.

Using the Exercise Numbers to Rapidly Create an Exercise Program

Create an exercise program quickly without searching for all the exercises if the exercise numbers are not known. This option is recommended when there is a preference to circle exercises on paper and print the exercise program later.

1. Select **Quick Print»Rapid Program Generate with Numbers** from the main menu.
2. Enter each exercise number to print separated by a comma (,) in the **Enter Exercise Numbers** dialog box as shown in Figure 5.

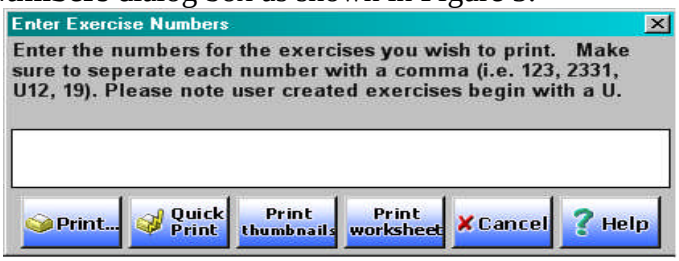
Enter Exercise Numbers
Enter the numbers for the exercises you wish to print. Make sure to seperate each number with a comma (i.e. 123, 2331, U12, 19). Please note user created exercises begin with a U.
Print...
Quick Print
Print thumbnails
Print worksheet
Cancel
Help

Figure 5 - Rapid Program Generate with Numbers

3. Click **Quick Print** to print the exercise program, click **Print thumbnails** to print thumbnail pictures of the exercise program, or click **Print worksheet** to quickly print a blank exercise worksheet.

Note: Use the thumbnail report to create "cheat sheets" for commonly used exercise programs.

Adding Stock Comments to an Exercise Program

Add stock comments automatically, which are phrases that can be added to all reports. The stock comments can be added via the print screen or the settings screen.

From the Print Information Dialog Box

1.

2. *Creating a Client Exercise* Program and click **Print** to print the exercise report.
3. Click **Stock Comment**.
4. *Editing Stock Comments* to the current exercise program as shown in Figure 6 or click **Add** to add a new stock comment as shown in Figure 7.

Tip: Select multiple stock comments

From the Settings Screen

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box.
2. Click the **Reports** tab.
3. Click **Stock Comments**.
4. *Editing Stock Comments* to the current exercise program as shown in Figure 6 or click **Add** to add a new stock comment as shown in Figure 7.

Tip: Select multiple stock comments.

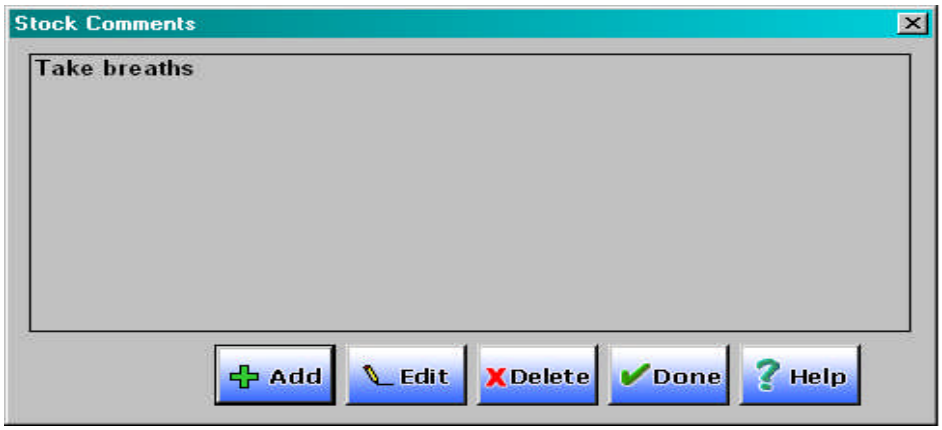

Figure 6 - Stock Comments dialog box

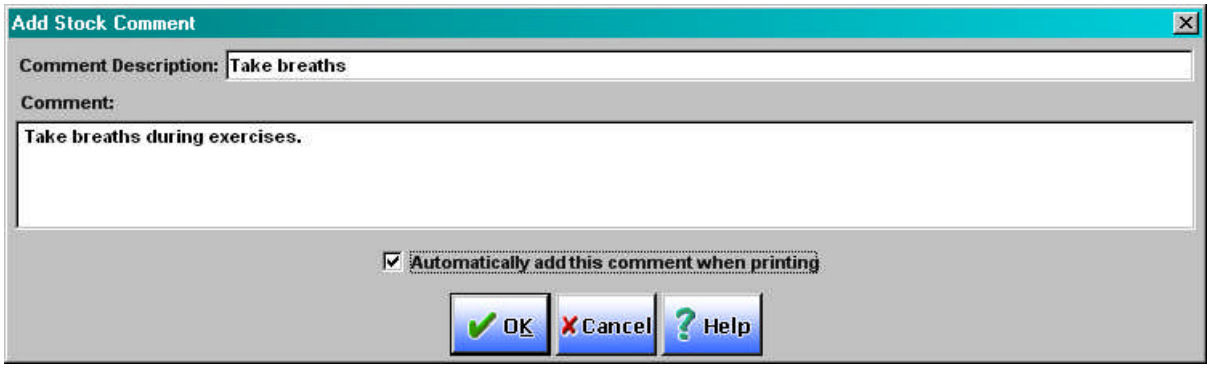

Figure 7 - Adding Stock Comments

Deleting Stock Comments from an Exercise Program

Delete stock comments from the **Stock Comments** dialog box. The **Stock Comments** dialog box can be found when printing a client exercise program or protocol, education topic, or client report. The stock comments can be added via the print screen or the settings screen.

1. Select the stock comment to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

Tip: Delete stock comments from an Exercise Program by selecting the comment (s) to be deleted and then press the <Delete> key on the computer keyboard.

Emailing a Client Exercise Program

Email the new client exercise program to the client or send a personal copy to a personal email account.

Note: Many email providers do not support emailing a program directly from Exercise Pro V5. To get around this problem, Exercise Pro V5 has an export function that can now save the program as a *.pdf file to manually attach it to an email (such as an Outlook email).

1.

2. *Creating a Client Exercise* Program and click **Print** to print the exercise report.
3. Click **Email** to open the **Email Exercise Program** as shown in Figure 8.

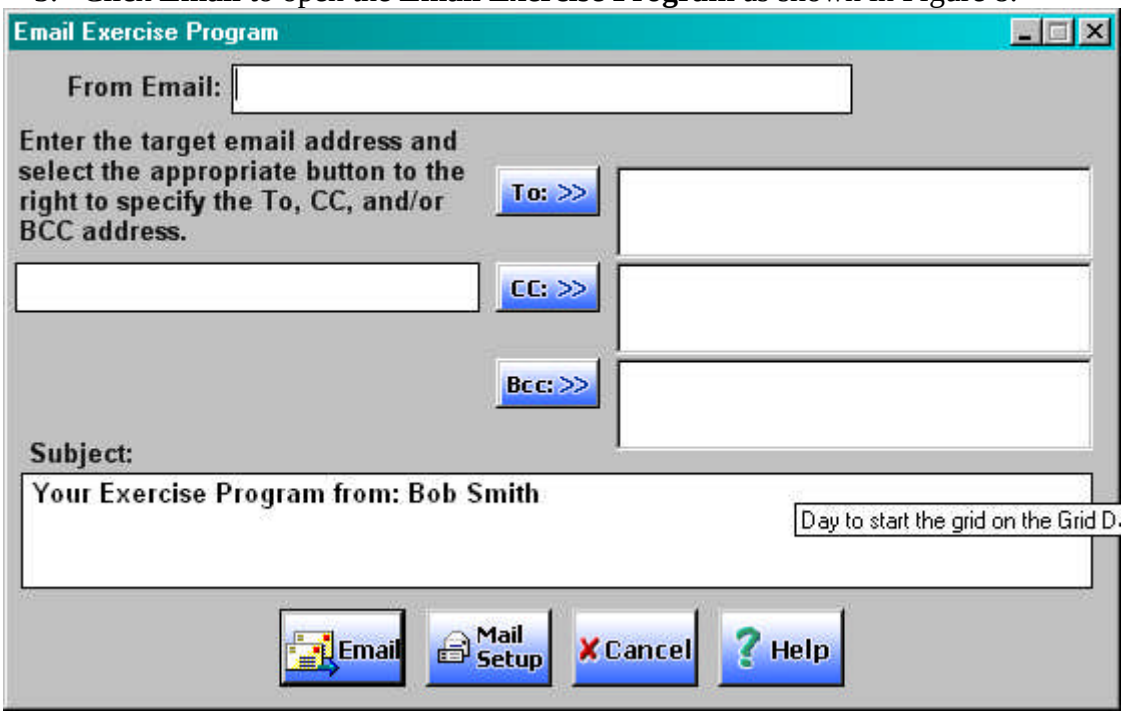
Email Exercise Program
From Email:
Enter the target email address and select the appropriate button to the right to specify the To, CC, and/or BCC address.
To: >>
CC: >>
Bcc: >>
Subject:
Your Exercise Program from: Bob Smith
Day to start the grid on the Grid D
Email
Mail Setup
Cancel
Help

Figure 8 - Email Exercise Program dialog box

4. Enter the email address in the **From Email** text box.
5. Enter the email address to send the exercise report.
6. Click **To**, **CC**, or **Bcc**.
7. Repeat step 3 and step 4 for each email address to send the exercise report.
8. Enter a subject line for the email message in the **Subject** box.
9. Click **Email**.

Note: Click **Mail Setup** to go to the Internet Settings tab of the **Program Settings** dialog box. This allows the user to configure the email settings.

Editing an Exercise in a Client Exercise Program

Edit an exercise in a client exercise program. Individualized instructions can be added or customized with the number of sets and/or repetitions.

1. Create the client exercise program.
2. Select the picture to edit from the exercise program list.
3. Click **View Edit** to open the **View/Edit Exercise** dialog box as shown in Figure 9.

Note: The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

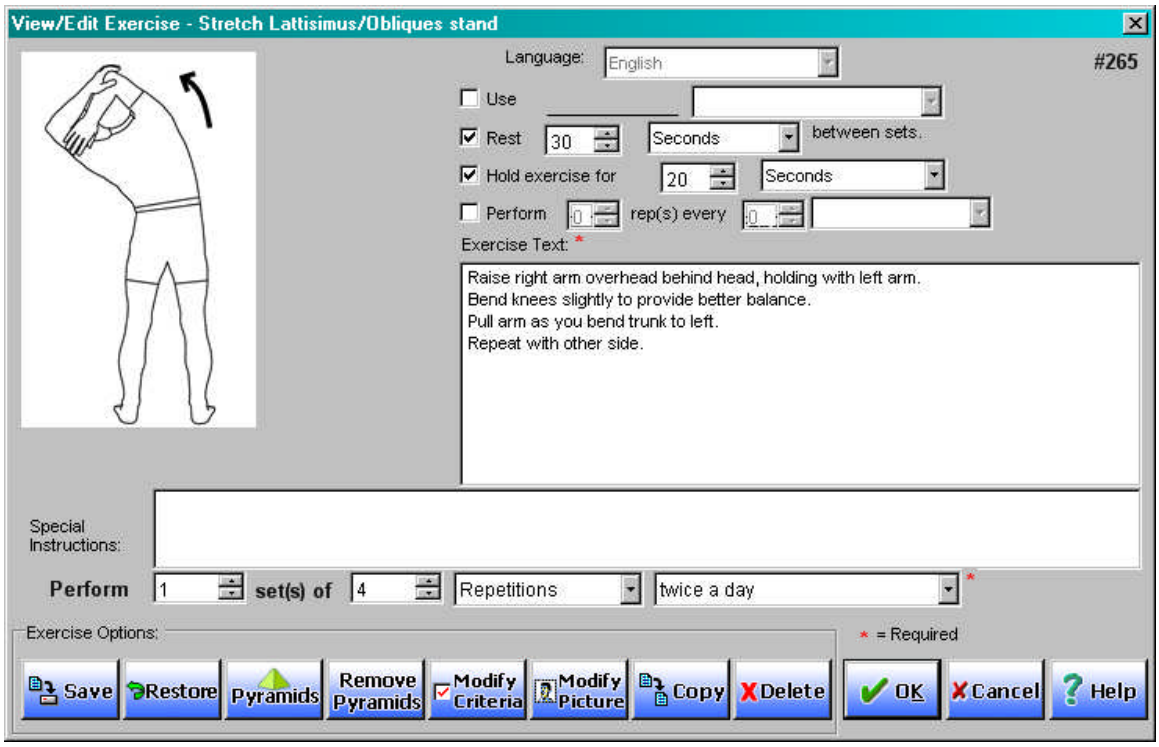

Figure 9 - View/Edit Exercise dialog box

4. Select or enter the following **View/Edit Exercise** dialog box options:

- Select the language to use for the exercises from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text:** box.

Note: The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

Note: This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options**:
    - Click **Save** to change only the exercise program that is printing.
    - Click **Restore** to reset the parameters to the default settings.
    - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
    - Click **Modify Picture** to modify the exercise picture.

Tip: Any modifications made to the exercise picture only affect the exercise in the protocol.

    - Click **Modify Criteria** to modify the search criteria. \

Tip: Any modifications made to the search criteria only affect the exercise in the protocol.

    - Click **Copy** to copy this modified exercise to a new exercise program.
        - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
        - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
        - Click **OK**.
    - Click **Delete** to delete this exercise from the client exercise program.
- Click **OK** to change only the exercise program that is printing.

5. Click **Save**.

Setting Pyramids

Set up pyramids for any exercise in the workout section of an exercise program. However, pyramids are not available for the warm up and cool down sections. Exercises with pyramids show Pyr in the set and rep information on the **Printing Information** dialog box. To remove pyramid settings, select the exercise and click **Remove Pyramids**.

Note: The **Pyramids** button appears in the **View/Edit Exercise**, as well as on the **Print** screen.

1. *Searching for Exercises* and then select the exercise or the picture to set pyramids.
2. Click **Pyramids** to open the **Exercise Pyramids** dialog box as shown in Figure 10.
3. Enter the total number of sets in the pyramid.
4. Enter the maximum number of repetitions.
5. Enter the maximum weight (if applicable).
6. Select whether the number of repetitions will increase, decrease, or stay constant at each level in the pyramid.
7. Select the percent change in the number of repetitions for each set along the pyramid.
8. Enter or select whether the weight will increase, decrease, or stay constant at each level in the pyramid.
9. Enter or select the percent change in weight for each set in the pyramid.
10. Click **Re-Calculate**.
11. Click **OK**.

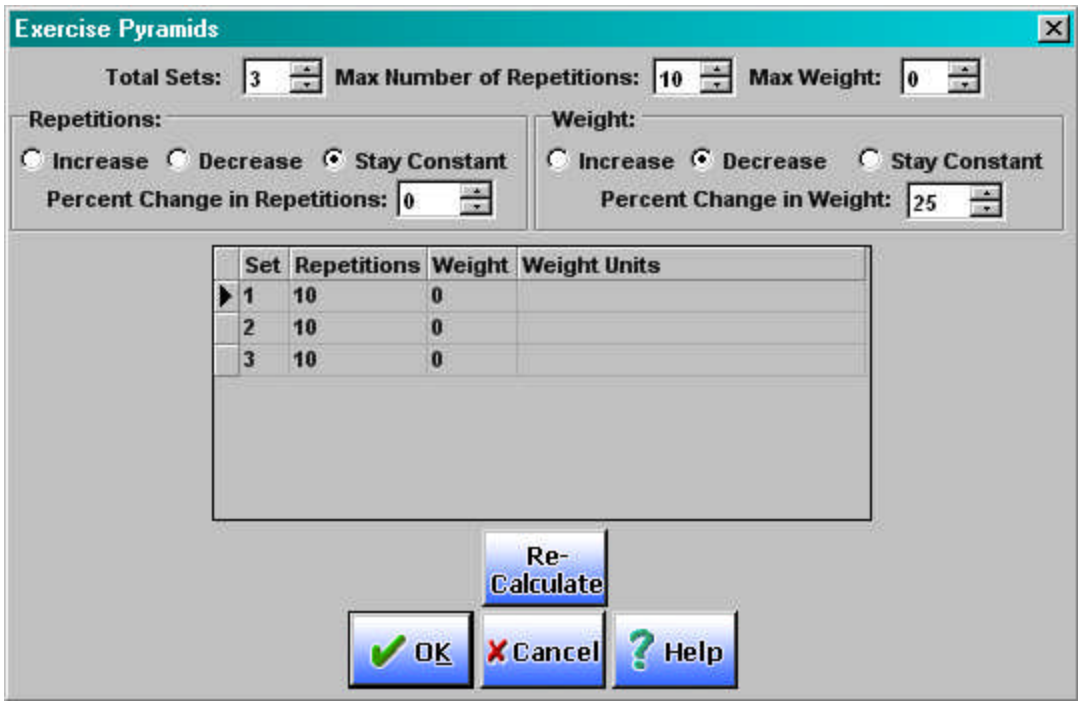

Figure 10 - Exercise Pyramids dialog box

Saving a Client Exercise Program

Save a client exercise program to be used multiple times.

1. *Searching for Exercises* for and *Creating a Client Exercise Program*.
2. Click **Print**.
3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language (English or Spanish) to print the client exercise program or protocol.

Note: If the exercise is edited in English, the Spanish text does not automatically update. The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Pro V5 uses the default Spanish text.

6. Select the *Printing a* Client Exercise Program or Protocol.
7. Click **Save**.

Searching for Client Histories and Exercise Programs

Use the **Client History** tab as shown in Figure 11 to search for client histories and exercise programs and then select different search criteria to increase or narrow the search.

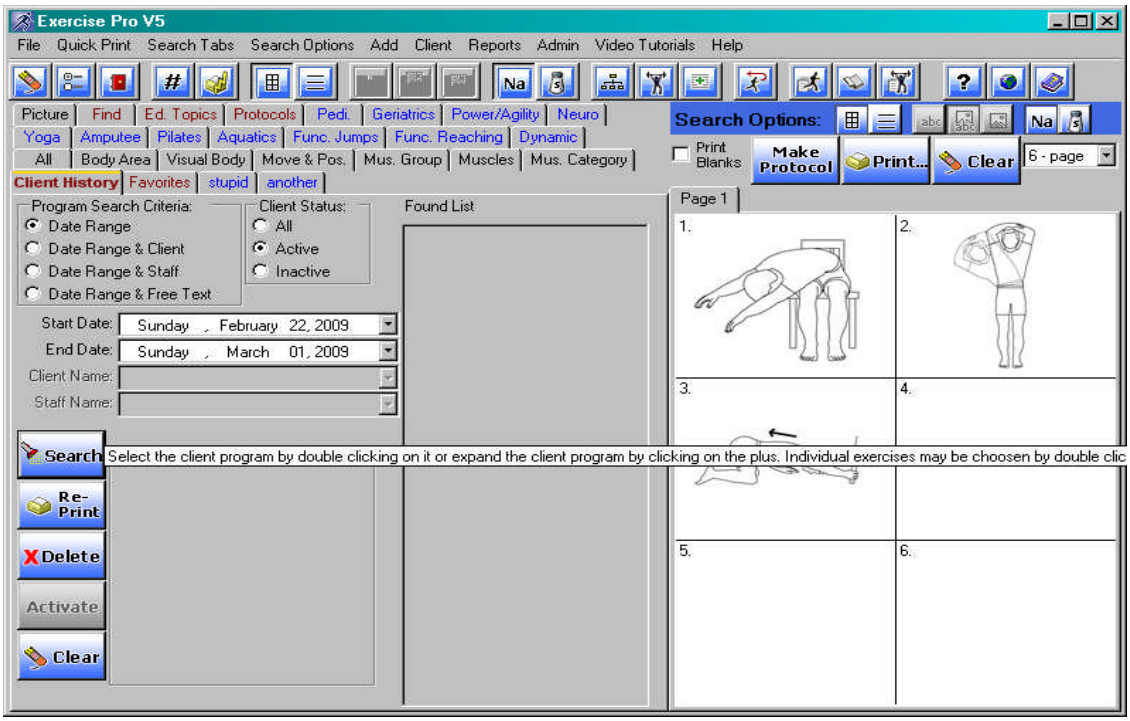

Figure 11 - Client History tab

1. Select **Client History** tab.
2. Select **Date Range**, **Date Range & Client**, **Date Range &Staff**, or **Date Range & Free Text** in the **Program Search Criteria:** box.

Note: The default date range is the previous seven days.

3. Select **All**, **Active**, or **Inactive** in the **Client Status:** box.

Tip: Reactivate or Deactivate clients to reduce the size of the database, minimize search times, and create a backup of the data.

4. Select the start and end date for the search range.
5. Select a client in the **Client Name:** drop-down list to narrow the search criteria to a single client if **Date Range & Client** was selected in step 1.

Note: Client names will only be shown that have a saved exercise program within the selected date range.

6. Select a staff member in the **Staff Name:** drop-down list to narrow the search criteria to a single staff member if **Date Range & Staff** was selected in step 1.
7. Click **Search** to display the search results in the **Found List** by client, date, and staff member.
8. Double-click the exercise program to add the entire program to the current exercise program.

Note: Modified exercises in previous exercises programs keep the modified settings when the exercise is added to the current exercise program.

9. Click the + next to the exercise program to expand it and then double-click the individual exercises to add to the current program.

Deleting a Client Exercise Program

Delete a client exercise program that has already been created and saved in Exercise Pro V5.

1. Select the **Client History** tab.
2. Search for and select the client history for the exercise program to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

Deactivating and Reactivating Clients

Deactivate inactive clients to remove those clients from the searches. At anytime, deactivated clients can be reactivated again. Therefore, the client's previous exercise program history is not lost.

Deactivating Clients

1. Search for the client to deactivate.
2. Select the client to deactivate in the **Found List**.
3. Click **Deactivate**.

Reactivating Clients

1. Search for the client to activate.
2. Select the client to activate in the **Found List**.
3. Click **Activate**.

Chapter 3

Exercises

Exercise Naming Conventions

The majority of the exercises in Exercise Pro are listed as exercise type/body area/motion/number of limbs/position/exercise device. Some exercise names are shortened, because the naming convention above is too long or too confusing due to multiple joints that are performing with multiple movements. If a part of the convention does not apply, that part is eliminated from the name. Common names might follow in parenthesis. Refer to the Glossary for terms and definitions.

Pediatric Exercise Naming Conventions

Pediatric exercises are listed in one of two ways:

1. As described above.
2. When the exercise pertains to skills/function or motor development, the exercise might begin with a description, such as positioning, dressing, etc.

Bookmarking an Exercise

Add a bookmark to the exercises that appear at the top of the search return list or removed the bookmark.

Adding a Bookmark

1. *Searching* for Exercises for and select the exercise in the search return list.
2. Right-click either the exercise from the **Found** list or the picture from the Selected Exercise list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with *.

Removing a Bookmark

1. *Searching* for Exercises for and select the exercise in the search return list.

2. Right-click either the exercise from the **Found** list or the picture from the Selected Exercise list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with *.

Adding Exercises

Add personal exercises not already in Exercise Pro V5.

1. Select **Add»New Exercise** from the main menu.
2. Select **OK** to show that contacting BioEx Systems, Inc. is the recommended way to add a personal exercise and continue to the **Add New Exercise** dialog box as shown in Figure 12.

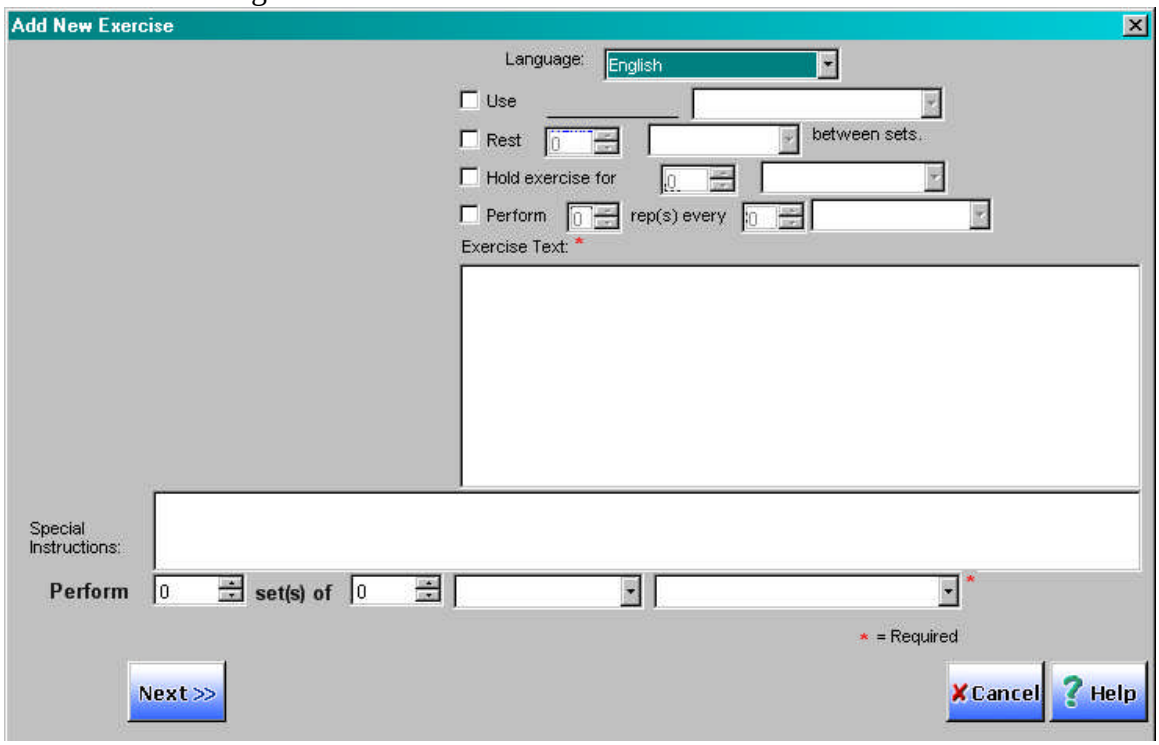

Figure 12 - Add New Exercise dialog box

3. Select the language to be used for this new exercise from the **Language** drop-down list.
4. Place a checkmark in the **Use** checkbox and select the equipment from the drop-down list if the client uses any equipment with the exercise that is added.
5. Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list if the client should rest between sets.
6. Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list if the client should hold the exercise.
7. Place a checkmark in the **Perform** checkbox, enter the number of reps, and select the time increment from the drop-down list.
8. Enter the text to appear with the exercise in the **Exercise Text** box.

Note: Exercise Pro V5 contains a spell checker. If there is a squiggly red line underneath a word, right-click and select the correct spelling from the shortcut menu.

9. Enter any special instructions for the exercise in the **Special Instructions** box.

10. Enter the set information.
11. Enter the number of sets.
12. Enter the number of repetitions or minutes per set.
13. Select **Repetitions** or **Minutes** from the drop-down list.
14. Select how often the client should perform the sets.
15. Click **Next** to *Selecting the Exercise Search Criteria*.

Note: If there is an existing similar exercise, copy and rename the existing exercise to use as a starting point for the new exercise. Refer to the *Using an Existing Exercise to Add a New Exercise* section on page 30 for more information about copying exercises.

Selecting the Exercise Search Criteria

Add a new exercise by defining the search criteria (refer to Figure 13).

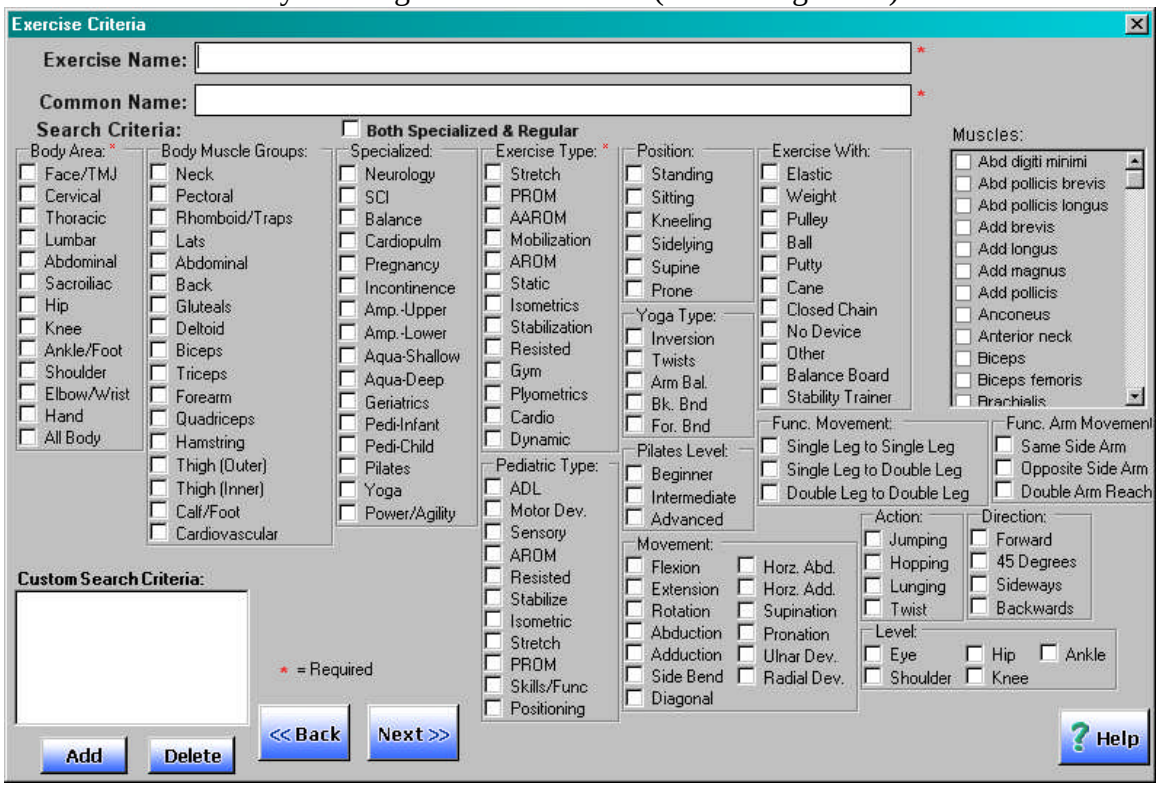

Figure 13 - Selecting the Exercise Search Criteria

1. *Adding Exercises*.
2. Enter the technical name for the exercise in the **Exercise Name** box.
3. Enter the common name for the exercise in the **Common Name** box.
4. Select the applicable search criteria; however, it is not mandatory to select criteria from each type of list.
5. Place a checkmark in the checkbox for the areas of the body to appear in the search results in the **Body Area** list.
6. Place a checkmark in the checkbox for the muscle groups to appear in the search results in the **Body Muscle Groups** list.
7. Place a checkmark in the checkbox for any areas of specialization to appear in the search results in the **Specialized** list.

8. Place a checkmark in the checkbox for any types of exercises to appear in the search results in the **Exercise Type** list.
9. Place a checkmark in the checkbox for any types of pediatric exercises to appear in the search results in the **Pediatric Type** list.
10. Place a checkmark in the checkbox for any body positions to appear in the search results in the **Position** list.
11. Place a checkmark in the checkbox for the types of yoga postures to appear in the search results in the **Yoga Type** list.
12. Place a checkmark in the checkbox for the pilates levels to appear in the search results in the **Pilates Level** list.
13. Place a checkmark in the checkbox for the types of movement to appear in the search results in the **Movement** list.
14. Place a checkmark in the checkbox for any equipment to be used to appear in the search results in the **Exercise With**.
15. Place a checkmark in the checkbox for the types of functional movements to appear in the search results in the **Func. Movement** list.
16. Place a checkmark in the checkbox for the exercise actions to appear in the search results in the **Action** list.
17. Place a checkmark in the checkbox for the exercise direction to appear in the search results in the **Direction** list.
18. Place a checkmark in the checkbox for the exercise level to appear in the search results in the **Level** list.
19. Place a checkmark in the checkbox for the types of functional arm movements to appear in the search results in the **Func. Arm Movement** list.
20. Place a checkmark in the checkbox for the muscles to appear in the search results in the **Muscle** list.
21. Place a checkmark in the checkbox for any custom search criteria to appear in the search results in the **Custom Search Criteria** list.
22. Click **Add** to add new custom search criteria, enter the custom search criteria name, and click **OK**.
23. Select the search criteria to delete from the **Custom Search Criteria** list, click **Delete**, and click **OK** to confirm the deletion.
24. Place a checkmark in the **Both Specialized & Regular** checkbox to show the exercises in regular and specialized searches.

Note: The exercise will only appear in specialized searches if the checkbox is unselected and the specialized categories are selected.

25. Click **Next** to *Adding Exercise Pictures*.

Adding Exercise Pictures

Add an exercise picture to Exercise Pro V5 by *Adding Exercises*, *Importing an Exercise Picture*, or *Creating a New Exercise Picture*. *Contacting Technical Support* to create the exercise picture so that it matches the default Exercise Pro V5 exercises.

Creating a New Exercise Picture

Create a new exercise picture not already in Exercise Pro V5, which contains a very basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. Pictures can be created when *Adding Exercises* or through the **View/Edit Exercise** dialog box.

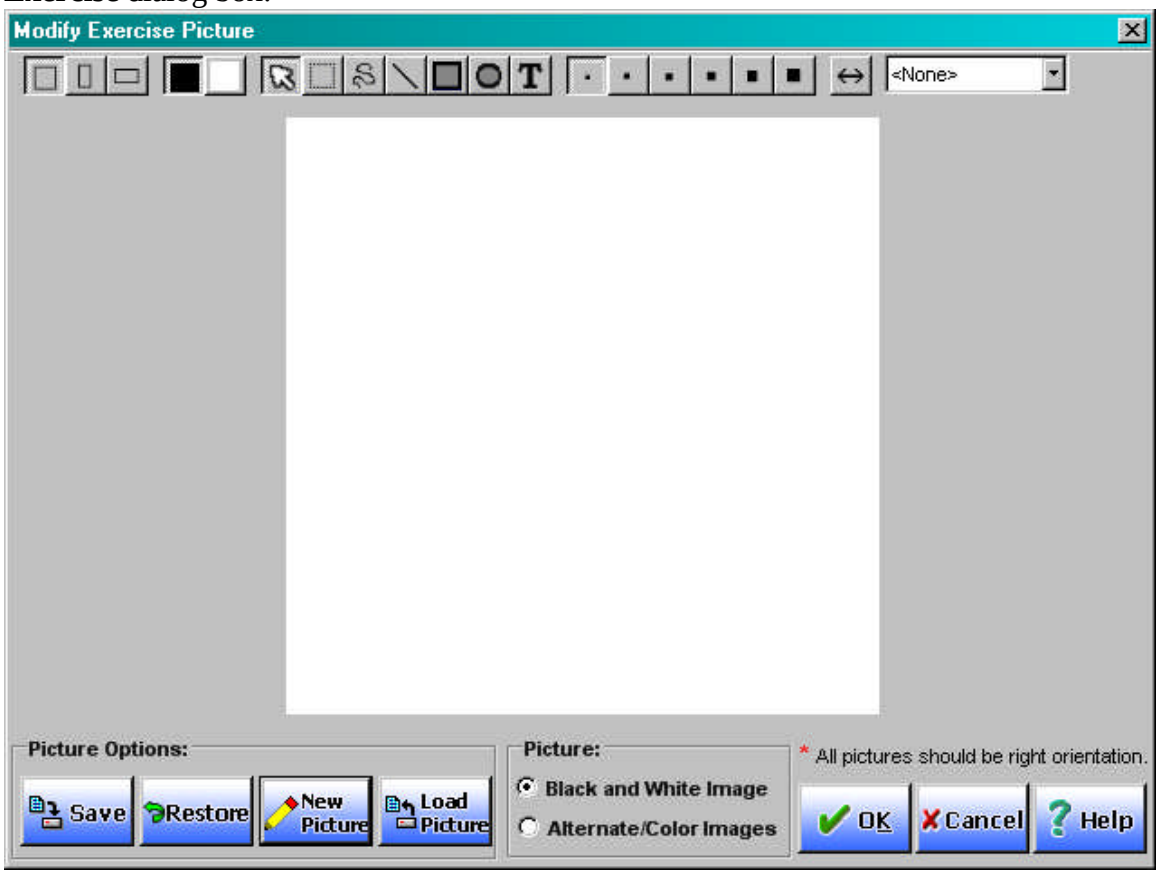

Figure 14 - Adding New Exercise Pictures

1. *Adding Exercises* or *Searching for Exercises* and click **View Edit**.

Note: Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **New Picture** to create a new exercise picture.
3. Click **Yes** to create a new picture or click **No** if still using the same picture.
4. Select and click the picture options:
3. Click **Save** to save the picture, which is required before clicking **OK**.
4. Click **Restore** to go back to the default exercise picture.
5. Click **Load Picture** to import an exercise picture.
6. Select **Black and White Image** to show the picture in only black and white coloring.
7. Select **Alternate/Color Images** to split the screen in to two different images and to show the imported images in color.
5. Modify the exercise picture by using the drawing options at the top of the **Modify Exercise Picture** dialog box.

6. Select the stock body part graphics.
7. Click **OK**.

Using the Stock Body Part Graphics
Use the stock body part graphics to create user's own exercise pictures. Using stock body parts help maintain consistency between default Exercise Pro V5 pictures and pictures that are added.

1. *Adding Exercises* or *Searching for Exercises* and click **View Edit**.

Note: Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **New Picture** to create a new exercise picture.
3. Select the body part from the drop-down list on the top, right side of the **Modify Exercise Picture** dialog box, which will then appear in the left corner of the drawing workspace.

Note: The pictures appear in the left corner of the drawing workspace, but the picture can be moved to any position.

4. Right-click the body part graphics and select **Paste** to permanently place the image in the drawing workspace.
5. Repeat steps 2 and 3 for each body part needed to create the exercise picture.
6. Right-click and use the shortcut menu to rotate, flip, or remove each body part.
7. Click **Save** and click **OK**.

Importing an Exercise Picture

Import black and white or color pictures. However, the default is black and white.

1. *Adding Exercises* or *Searching for Exercises* and click **View/Edit Exercise** dialog box.

Note: Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **Load Picture** to import a black and white picture.
3. Select **Alternate/Color Images** under **Picture** and click **Load Picture** to import a color picture.
4. Browse for the image file to import and click **Open**.

Note: Imported graphics must be in *.jpg or *.bmp format

5. Click **OK**.

Using an Existing Exercise to Add a New Exercise

Add a new exercise that is similar to an existing exercise by copying the existing exercise and using it as a starting point for the new exercise

1. *Searching for Exercises* and select the exercise.

2. Click **View Edit**.

Note: The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

3. Select or enter the following **View/Edit Exercise** dialog box options:

- Select the language to use for the exercises from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text:** box.

Note: The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

Note: This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options**:
    - Click **Save** to change only the exercise program that is printing.
    - Click **Restore** to reset the parameters to the default settings.
    - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
    - Click **Modify Picture** to modify the exercise picture.

Tip: Any modifications made to the exercise picture only affect the exercise in the protocol.

    - Click **Modify Criteria** to modify the search criteria. \

Tip: Any modifications made to the search criteria only affect the exercise in the protocol.

    - Click **Copy** to copy this modified exercise to a new exercise program.
        - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
        - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.

    - Click **OK**.
- Click **Delete** to delete this exercise from the client exercise program.

4. Click **Save**.

Editing Exercises

Edit an entire protocol within the exercise program, an individual exercise, or a client exercise program. Exercise Pro V5 contains default exercise settings for things, such as sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro V5 default settings. Therefore, the default exercise settings can be changed for an entire group of exercises or an individual exercise.

Note: The exercise can be customized within an exercise program, which does not affect the default exercise settings.

1. *Searching for Exercises*.
2. Select the exercise either by selecting the picture or the list item.
3. Click **View Edit**.

Note: The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

4. Select or enter the following **View/Edit Exercise** dialog box options:

- Select the language to use for the exercises from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text:** box.

Note: The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

Note: This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options**:
    - Click **Save** to change only the exercise program that is printing.
    - Click **Restore** to reset the parameters to the default settings.
    - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
    - Click **Modify Picture** to modify the exercise picture.

Tip: Any modifications made to the exercise picture only affect the exercise in the protocol.

    - Click **Modify Criteria** to modify the search criteria. \

Tip: Any modifications made to the search criteria only affect the exercise in the protocol.

    - Click **Copy** to copy this modified exercise to a new exercise program.
        - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
        - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
        - Click **OK**.
- Click **Delete** to delete this exercise from the client exercise program.

5. Click **Save**.

Modifying an Exercise Picture

Modify exercise pictures. Exercise Pro V5 contains a basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. BioEx Systems, Inc. can also be contacted to modify or create exercise pictures.

1. *Adding Exercises* or *Searching for Exercises* and click **View Edit**.

Note: Right-click and select **View Edit** from the shortcut menu.

1. Click **Modify Picture** and click **New Picture** to create a new exercise picture.
2. Make the modifications to the exercise picture using the drawing options and the stock body parts.

Note: Click **Restore** to restore the picture to the default picture.

Deleting a Portion of an Exercise Picture

1. Select the dotted box icon from the toolbar.

Note: The stock body part pictures need to be pasted in to the image before being able to delete.

2. Draw a box around the portion of the exercise picture to delete.
3. Right-click and select **Delete** from the shortcut menu.

Using BioEx Systems to Customize Exercise Pro V5

Use BioEx Systems, Inc. to add custom exercises and education topics to Exercise Pro V5. *Contacting Technical Support* to discuss these customization needs.

Chapter 4

Protocols

Protocols are groups of exercises, which can be selected from default protocols or creating protocols. Consider creating a protocol if frequently searching for and selecting the same exercises.

Searching for a Protocol

Use the **Protocol** tab to search for protocols. Different search criteria can be selected to increase or narrow the exercise search. The **Found** list displays the protocol search results. The created protocol or individual exercises can be added to an exercise program.

1. Select the **Protocol** tab as shown in Figure 15.
2. Place a checkmark in the exercise checkboxes using the following criteria: Body Area and Specialized.

Tip: Click Clear at any time to remove all of the exercises, including the pictures from the search.

3. Click **Search** to see the search results displayed in the **Found** list

Tip: Click **Search** without selecting any criteria to see all of the protocols in Exercise Pro V5.

4. Click the + next to the protocol name to see the exercises in the protocol.
5. Double-click the exercise in the **Found** list or the picture to add the exercise to the **Selected Exercises** list on the right-hand side of the screen.

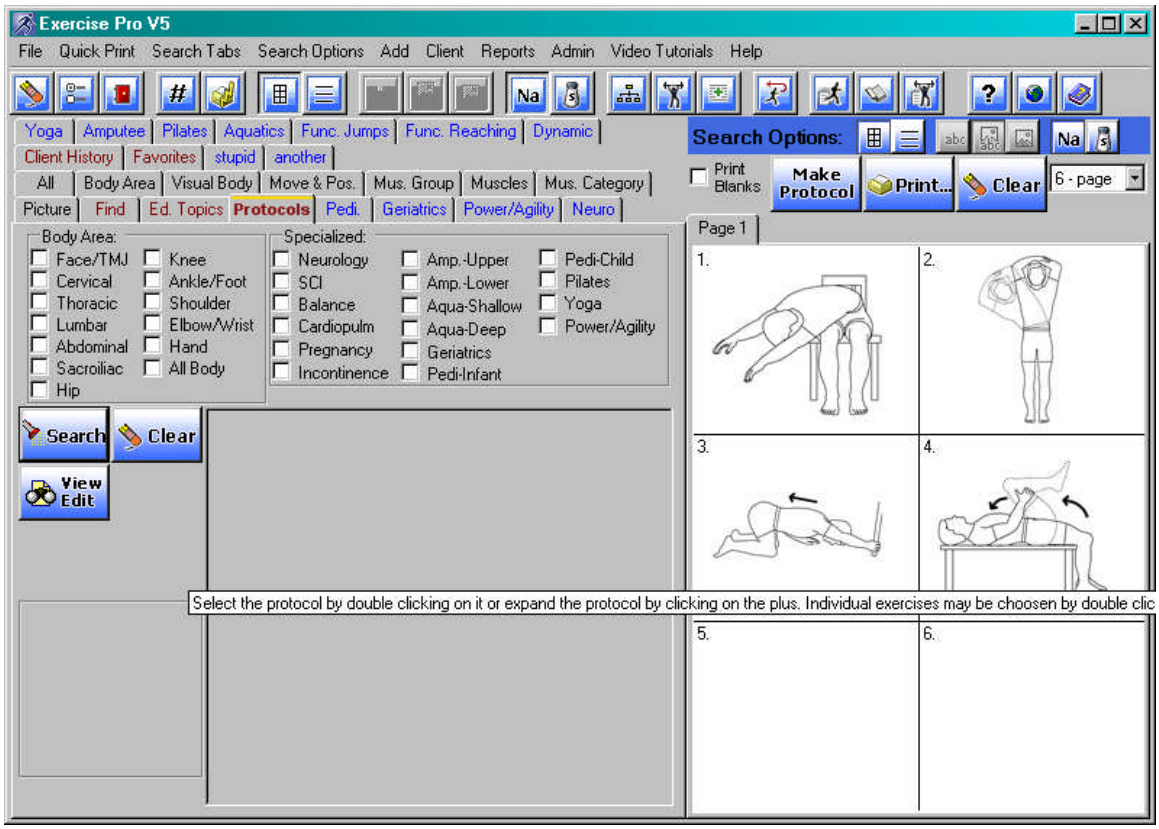

Figure 15 - Protocol tab

Adding a Protocol to an Exercise Program

Add an entire protocol or individual exercises from a protocol to an exercise program.

Add an entire protocol

1. *Searching for a Protocol*.
2. Double-click the protocol to add the entire protocol to the current exercise program.

Note: When an entire protocol is added to an exercise program, the exercises are listed individually in the **Selected Exercises** list.

Add an individual exercise from a protocol

1. *Searching for a Protocol*.
2. Click the + next to the protocol that contains the exercise.
3. Double-click the individual exercise to add it to the current exercise program.

Note: Modified exercises in previous exercises programs keep the modified settings when the exercise is added to the current exercise program.

Creating a Protocol

Create a protocol from an exercise program or creating a new protocol using the **Add New Protocol** dialog box (Figure 16).

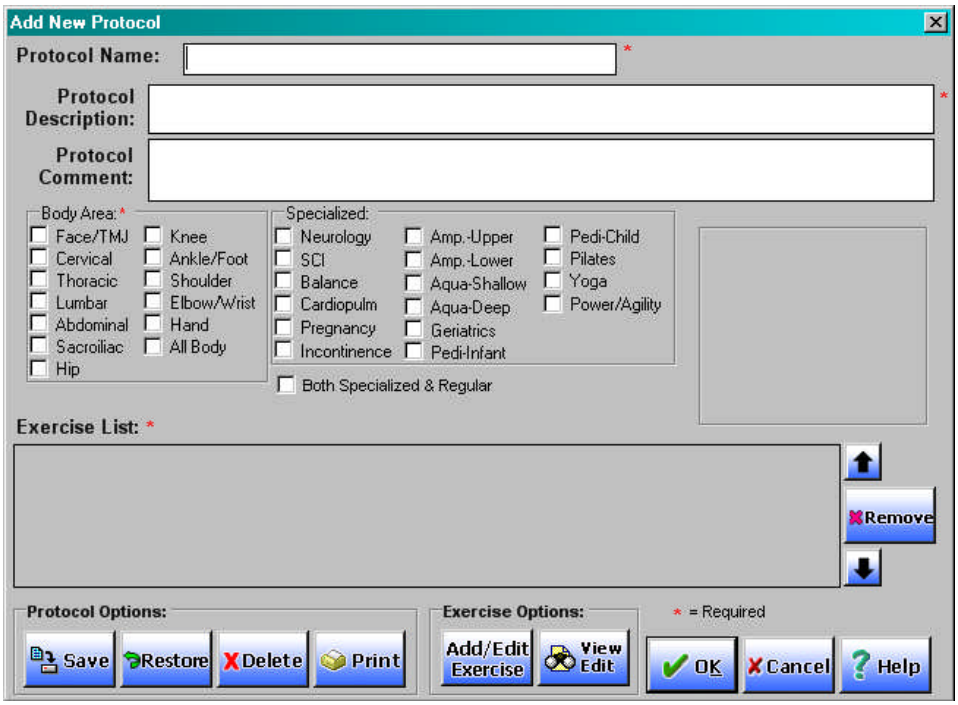

Figure 16 - Add New Protocol dialog box

Making a Protocol from an Exercise Program

1. *Creating a Client Exercise Program* and click **Make Protocol**.

Tip: Clicking is the fastest way to create a protocol

2. Enter the required **Protocol Name:** and **Protocol Description** in the corresponding boxes.
3. Enter any additional comments in the **Protocol Comments:** text box.

Note: These comments are optional and are not printed on patient reports and chart copies.

4. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

Note: The selections that are made when the protocol is created affect what search results are contained in the protocol.

5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

6. Click **Protocol Options:** to save, restore, delete, or print the protocols.
7. Click **Add/Edit Exercise** to *Editing a Protocol*.
8. *Searching for* Exercisesand select the exercises to include in the protocol from the **Exercise** list box.
9. Click **OK**.

10. Select the exercise and click **View Edit** to *Editing an Exercise in a Protocol*.

Note: This is optional. The edits that are made only affect the exercise in the newly created protocol.

11. Click **Save**.
12. Click **OK**.

Creating a New Protocol

1. Select **Add»New Protocol** from the main menu.
2. Enter the required **Protocol Name:** and **Protocol Description** in the corresponding boxes.
3. Enter any additional comments in the **Protocol Comments:** text box.

Note: These comments are optional and are not printed on patient reports and chart copies.

4. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

Note: The selections that are made when the protocol is created affect what search results are contained in the protocol.

5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

6. Click **Protocol Options:** to save, restore, delete, or print the protocols.
7. Click **Add/Edit Exercise** to edit the protocol.
8. *Searching for* Exercisesand select the exercises to include in the protocol from the **Exercise** list box.
9. Click **OK**.
10. Select the exercise and click **View Edit** to *Editing an Exercise in a Protocol*.

Note: This is optional. The edits that are made only affect the exercise in the newly created protocol.

11. Select the exercise and click **Remove** to remove exercises from the protocol.
12. Click **Save**.
13. Click **OK**.

Editing a Protocol

Edit an entire protocol within the exercise program.

1. *Searching for a Protocol*.
2. Select the protocol from the **Found** list and click **View Edit**.

Note: Right-click and select **View Edit** is another way to open the **Edit Protocol** dialog box.

3. Enter the **Protocol Name:** and **Protocol Description** in the corresponding boxes.
4. Enter any additional comments in the **Protocol Comments:** text box.

Note: These comments are optional and are not printed on patient reports and chart copies.

5. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

Note: The selections that are made when the protocol is created affect what search results are contained in the protocol.

6. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

7. Click **Protocol Options:** to save, restore, delete, or print the protocols.
8. Click **OK** to change only the exercise program that is printing.
9. Click **Add/Edit Exercise** to search for additional exercises to add to the protocol.
10. Select the exercise in the **Exercise** list and click **Remove** to remove exercises from the protocol.
11. Click **Save** and **OK**.

Editing an Exercise in a Protocol

Edit an individual exercise within a protocol within the exercise program.

1. *Searching for a Protocol*.
2. Click + next to the protocol name and then select the exercise in the **Exercise** list and click **View Edit** to open the **Edit Protocol** dialog box.

Note: Right-click the picture in the **Found** list, the exercise in the **Exercise** list, or the picture in the **Selected Exercises** list and select **View Edit** to also open the **Edit Protocol** dialog box.

3. Select the exercise and click **View Edit.**
4. Select or enter the following **View/Edit Exercise** dialog box options:

- Select the language to use for the exercises from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.

- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text:** box.

Note: The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

Note: This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options**:
    - Click **Save** to change only the exercise program that is printing.
    - Click **Restore** to reset the parameters to the default settings.
    - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
    - Click **Modify Picture** to modify the exercise picture.

Tip: Any modifications made to the exercise picture only affect the exercise in the protocol.

    - Click **Modify Criteria** to modify the search criteria. \

Tip: Any modifications made to the search criteria only affect the exercise in the protocol.

    - Click **Copy** to copy this modified exercise to a new exercise program.
        - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
        - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
        - Click **OK**.
- Click **Delete** to delete this exercise from the client exercise program.

5. Click **Save.**
6. Click **OK**.

Deleting a Protocol

Delete an entire protocol within the exercise program.

1. *Searching* for a Protocol and select the protocol.
2. Click **View/Edit**.

Note: Right-click the exercise in the **Exercise** list and select **View Edit** to also open the **Edit Protocol** dialog box.

3. Click **Delete**.
4. Click **Yes** to confirm this deletion.

Chapter 5

Education Topics

Education Topics are informative handouts to give to the clients and include in exercise programs and protocols. They are also education topics specifically designed for the health professional. Exercise Pro V5 contains over 175 educational handouts on a wide range of subjects and also allows adding new education topics, editing existing education topics, and deleting education topics.

Searching for Education Topics

Use the **Ed. Topics** tab as shown in Figure 17 to search for educational topics to add to an exercise program. Different search criteria can be selected to increase or narrow the exercise search.

14. Place checkmarks in the following checkboxes next to the types of educational topics to include in the search:

- ADL (Activities of Daily Living)
- Amputee
- Aquatic
- Assist Device
- Cardiac
- Chiropractic
- Exercise
- Exercise Theory

Note: Education topics that are categorized as Exercise Theory are meant for the health professional. Do not add these education topics to the client exercise programs.

- Miscellaneous
- Modalities
- Orthopedics
- Pathology
- Pediatrics
- Pilates

- Positioning
- Posture/Body Mechanics
- Spinal Cord Injury
- Splinting
- Transfers
- Wheelchair
- Yoga

15. Right-click the topic from the **Found** list or from the **Selected Exercise** list.
16. Click **View Edit** to view or customize the educational topic.

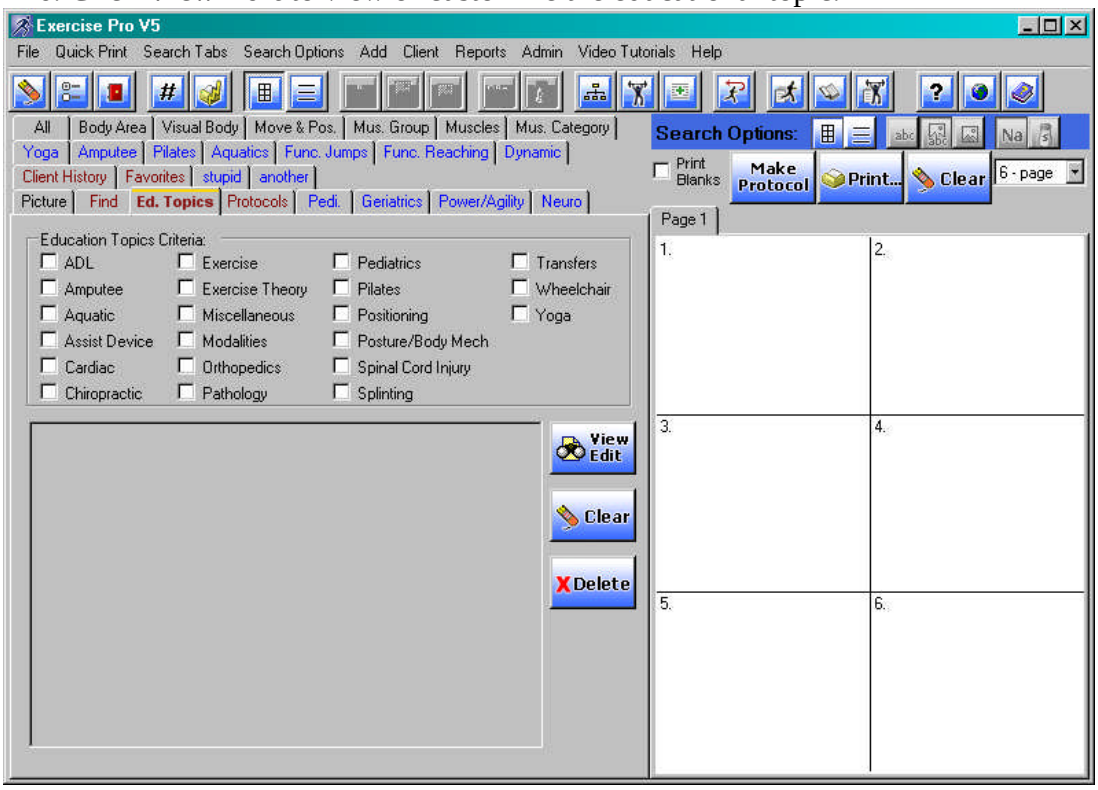

Figure 17 - Ed. Topics tab

Adding Education Topics to a Client Exercise Program

Add default or custom education topics to a client exercise program to help reinforce information that is given to the client during a session.

1. *Searching for Education Topics*.
2. Double-click the education topic to add to the current exercise program.

Tip: The selected education topics can be shown in the **Selected Exercises** list. The exercise can also be dragged and dropped into the **Selected Exercises** list.

3. Click **Print** to print the exercise program and education topics.

Note: Refer to the *Printing a Client Exercise Program or Protocol* for more information about printing.

Adding New Education Topics

Create educational topics not included in to Exercise Pro V5. The Exercise Pro V5 education topic creator is similar to popular word processors.

1. Select **Add»New Education Topic** from the main menu to open the **Education Topic Criteria** dialog box as shown in Figure 18.
2. Enter the name of the education topic using the following naming convention, *Search Criteria - Education Topic Name*.

Tip: For example, use ADL - Fall Prevention. Following this naming convention keeps the searching more concise and optimized.

3. Select the search criteria for the new education topic, which will be how staff members find the education topic to add it to a client exercise program.
4. Click **Next**.
5. Create the new topic as if creating a regular document.
6. Select **File»Save** from the main menu and close the window.

Tip: BioEx Systems, Inc. can create graphics for the education topics that match the default Exercise Pro graphics. This is highly recommended

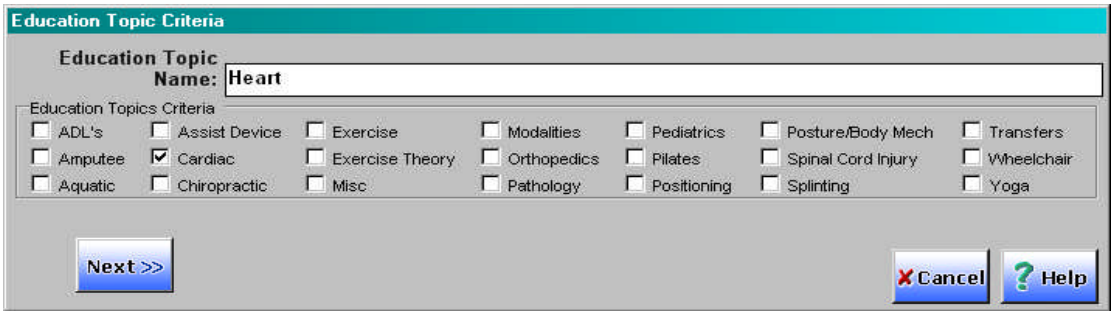

Figure 18 - Education Topic Criteria dialog box

Importing New Education Topics

Import existing patient handouts as education topics in to Exercise Pro V5. The Exercise Pro V5 education topic creator is similar to popular word processors. However. the file must be saved as a Rich Text Format (*.rtf) file. If the existing patient literature is in Microsoft Word format (.doc), convert it to .rtf format by selecting **File»Save As** from the main menu and then *.rtf from the Save as type drop-down list.

- *Adding New Education Topics*.
- Select **File»Import** from the **Edit Education Topic** main menu.
- Browse to and select the *.rtf file to add as an education topic.
- Click **Open**.
- Select **File»Save** from the main menu and close the window when the new education topic is completed.

Tip: BioEx Systems can create graphics for the education topics that match the default Exercise Pro graphics. This is highly recommended

Adding Education Topics to a Protocol

Add default or custom education topics to a protocol. Education topics can help reinforce information to give to the client during a session. Add individual education topics to existing protocols by editing the protocol.

Creating Protocols of Education Topic

Make the certain set of education topics with a common situation in to a protocol by including default or custom education topics. This will save time in the long run.

1. *Searching for Education Topics*.
2. Double-click the education topic to include in the protocol or drag and drop the exercise into the **Selected Exercises** list.

Tip: Select the education topic in the **Selected Exercises** list to view the topic in the Exercise Pro V5 education topic creator.

3. Click **Make Protocol** to *Creating a Protocol*.

Printing Education Topics

Print the education topics the same way to print client exercise programs. Education topics print last regardless of the order in the Selected Exercises list. Refer to the *Printing a Client Exercise Program or Protocol* section on page 12 for more information about printing.

Note: Education topics always print in portrait orientation.

Editing an Education Topic

Edit the education topics that are default or already customized. The Exercise Pro V5 education topic creator is similar to popular word processors.

1. *Searching for Education Topics*.
2. Right-click the topic from the **Found** list or from the **Selected Exercise** list.
3. Click **View Edit** to view or to edit the education topic.
4. Select **File»Save** from the main menu and close the window.

Tip: BioEx Systems, Inc. can create graphics for the education topics that match the default Exercise Pro graphics. This is highly recommended.

5. Double-click the education topic to add it to the current exercise program.

Deleting an Education Topic

Delete default or customized education topics.

1. *Searching for* Education Topics and select the education topic to delete.

Note: Double-click the education topic to add the education topic to the current exercise program.

2. Click **Delete** to remove the educational topics from the search.

Tip: Click **Clear** or **File»Clear** to clear the search results.

3. Click **Yes** to confirm the deletion.

Chapter 6

Administrator Activities

Backing Up Your Data

Back up the database manually, if necessary. Even though Exercise Pro V5 automatically backs up the database every two weeks, databases are required to be manually backed up prior to installing any Exercise Pro V5 upgrades.

1. Select **File»Backup** from the main menu.
2. Select the folder to save the backups and then click **Save**.
3. Exit and restart Exercise Pro V5 to complete the restore process.

Caution: Failing to back up your data before installing any Exercise Pro V5 upgrades might result in lost data.

Restoring Your Data

Restore the Exercise Pro V5 database to the last backup completed. Databases are required to be manually backed up prior to installing any Exercise Pro V5 upgrades.

1. Select **File»Restore** from the main menu.
2. Select the file and then click **Ope**n.
3. Exit and restart Exercise Pro V5 to complete the restore process.

Note: When restoring the database, changes that were made will be lost since the last backup.

Maintaining Staff

Select Admin»Maintain Staff to add, edit, or delete staff members as shown in Figure 19.

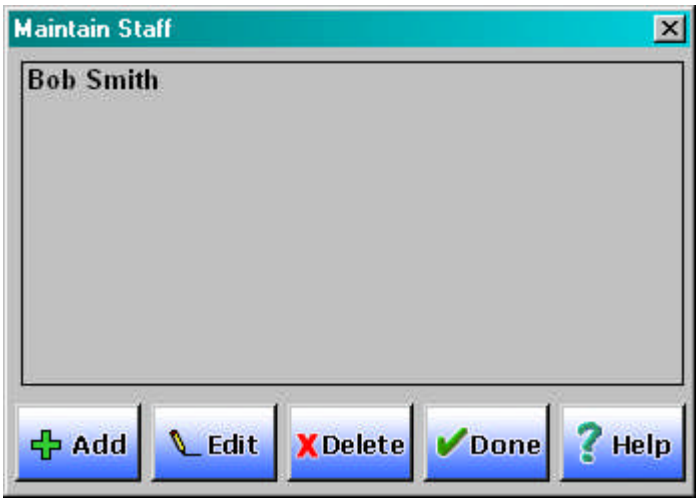

Figure 19 - Maintain Staff dialog box

Adding a Staff Member

Add additional staff members to the list.

1. Select **Admin»Maintain Staff** from the main menu.
2. Click **Add** as shown in Figure 20.

Note: Click **Edit** at any time to edit the staff member's contact name and email address.

3. Enter the staff member's name to appear in Exercise Pro V5.
4. Enter the staff member's email address.

Note: This step is optional.

5. Click **Done**.

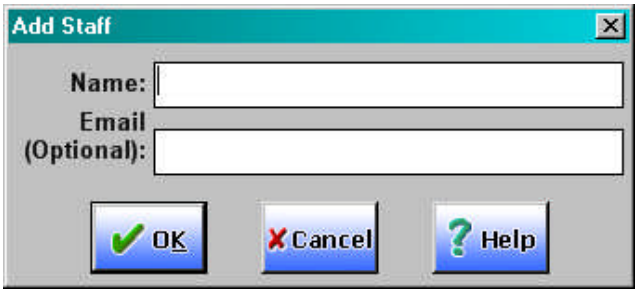

Figure 20 - Add Staff dialog box

Editing a Staff Member

Edit the staff member's contact name and email address.

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member to edit.
3. Click **Edit**.
4. Change the name and/or the email address.
5. Click **OK**.

Deleting a Staff Member

Delete a staff member from the list.

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member to delete.
3. Click **Delete**.
4. Click **Yes** to confirm deletion of the selected staff member.
5. Click **OK**.

Maintaining Lists

Add, edit, and customize lists and the list items in Exercise Pro V5 by selecting **Admin»Maintain Lists** from the main menu as shown in Figure 21.

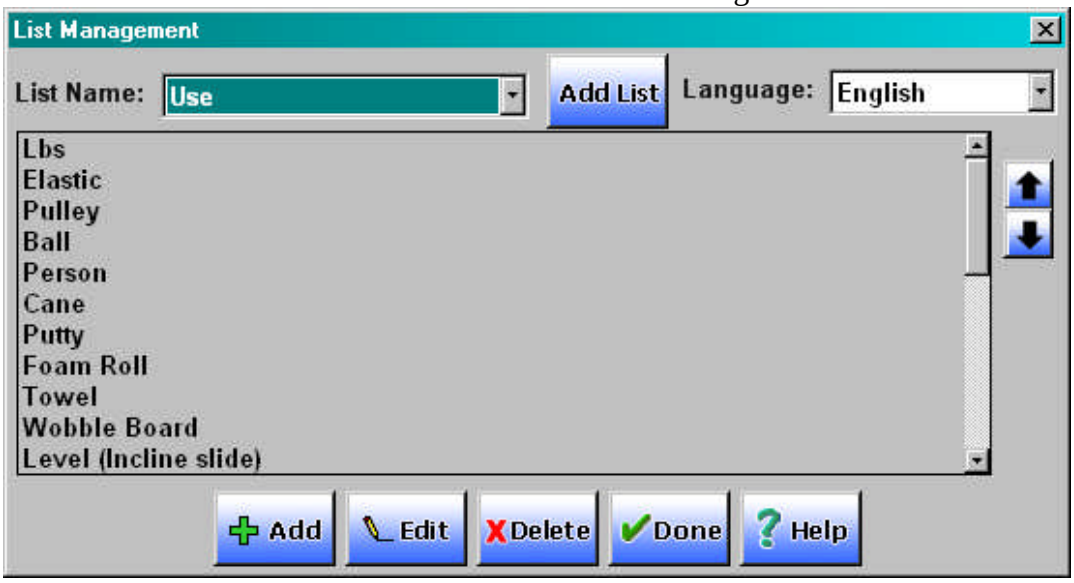

Figure 21 - List Management dialog box

Adding a New List

Add a new list category, such as an equipment item or a unit of measurement as shown in **Error! Reference source not found.**.

1. Select **Admin»Maintain Lists** from the main menu.
2. Click **Add List**.

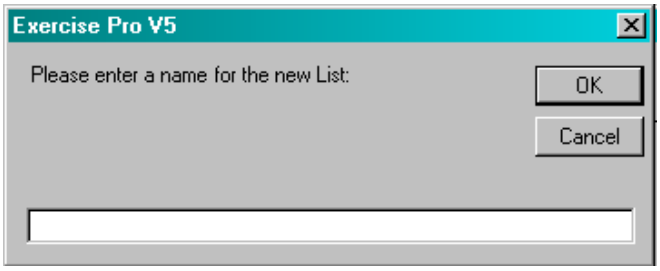

Figure 22 - Add New List dialog box

3. Enter a name for the list and click **OK**.
4. Select the language for this new list from the **Language** drop-down list.

5. Click **Add** to ***Error! Reference source not found.***.
6. Click **Done**.

Editing an Existing List

Add, edit, or delete list items on a new list just created or an existing list.

1. Select **Admin»Maintain Lists** from the main menu.
2. Select the list from the **List Name** drop-down list.
3. Edit the list:

- Click **Add** to *Adding a New List*.
- Select the list item and click **Edit** to *Editing List Items*.
- Select the list item, click **Delete** to *Deleting List Items*, and then click **Yes** to confirm.

4. Click **Done**.

Adding List Items

Add list items to a new list just created or an existing list.

1. *Editing an Existing* List to add items from the **List Name** drop-down list.
2. Click **Add** as shown in Figure 23.

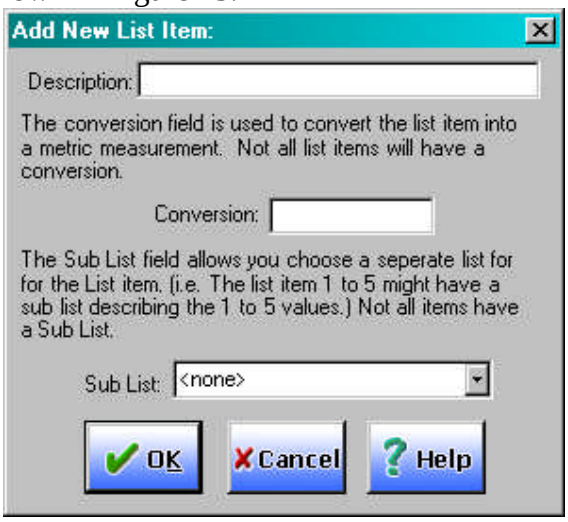
Add New List Item:
Description:
The conversion field is used to convert the list item into a metric measurement. Not all list items will have a conversion.
Conversion:
The Sub List field allows you choose a seperate list for for the List item. (i.e. The list item 1 to 5 might have a sub list describing the 1 to 5 values.) Not all items have a Sub List.
Sub List:
<none>
OK
Cancel
Help

Figure 23 - Add New List Item dialog box

3. Enter the list item name in the **Description** field.
4. Enter a conversion, if necessary.

Note: Conversion step is optional. Conversions are used to allow Exercise Pro V5 to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. For example, 1 centimeter = 0.3937008 inches.

5. Select a sub list from the **Sub List** drop-down list.

Note: This step is optional.

6. Click **OK**.
7. Repeat steps 1-6 to add multiple list items.
8. Click **Done**.

Editing List Items

Edit list items from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Edit**.
3. Enter the list item name in the **Description** field.
4. Enter a conversion, if necessary.

Note: Conversion step is optional. Conversions are used to allow Exercise Pro V5 to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. For example, 1 centimeter = 0.3937008 inches.

5. Select a sub list from the **Sub List** drop-down list.

Note: This step is optional.

6. Click **OK**.
7. Repeat steps 1-6 to add multiple list items.
8. Click **Done**.

Deleting List Items

Delete a list item from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Delete**.
3. Click **Yes** to confirm the deletion.

Maintaining Custom Search Tabs

Add and delete custom tabs in Exercise Pro V5 by selecting **Admin»Maintain Custom Tabs** from the main menu. Editing custom tabs are not supported. If needing to edit a custom tab, a custom tab must be deleted and re-added it with the changes.

Adding a Custom Tab

Create custom tabs to further customize Exercise Pro V5. Exercise Pro V5 only allows for two custom tabs (Custom Tab 1 and Custom Tab 2) to be created. In order to add a new tab after both custom tabs are in use, an existing custom tab must be removed.

1. Select **Add»Custom Tab** or **Search»Maintain Custom Tabs** from the main menu and click **Add** when the **Maintain Tab** dialog box opens.

2. Enter the name of the tab.

Note: There is a 15 character limit on the tab name.

3. Click **Next**.
4. Select the method of searching as shown in Figure 24.

- Check Boxes (similar to Body Area tab)
- Drop-Down Lists (similar to Picture tab)
- Visual Body and Check Boxes (similar to Visual Body tab)

- Muscle List and Check Boxes (similar to Muscles tab)
- Muscle Category and Check Boxes (similar to Mus. Category tab)

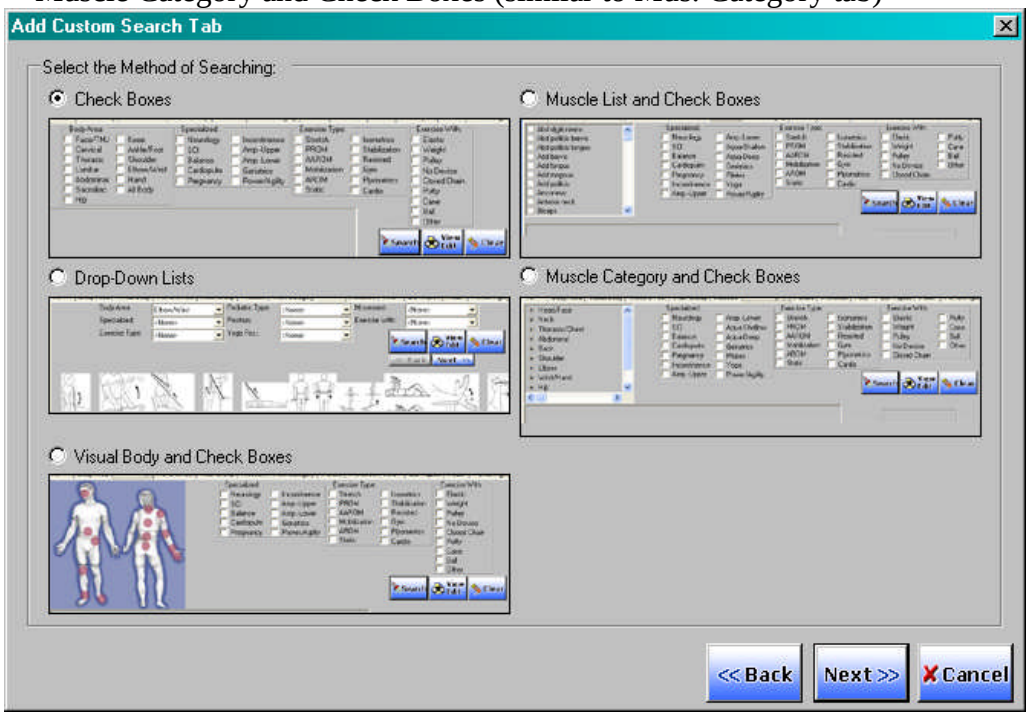

Figure 24 – Selecting the Method of Searching

5. Place a checkmark on the exercise checkboxes or click **Select All** to add all of the exercises in that specific box to the search criteria as shown in Figure 25.

Tip: This option allows for a search of the entire exercise database or specific exercises.

6. Click **Next**.

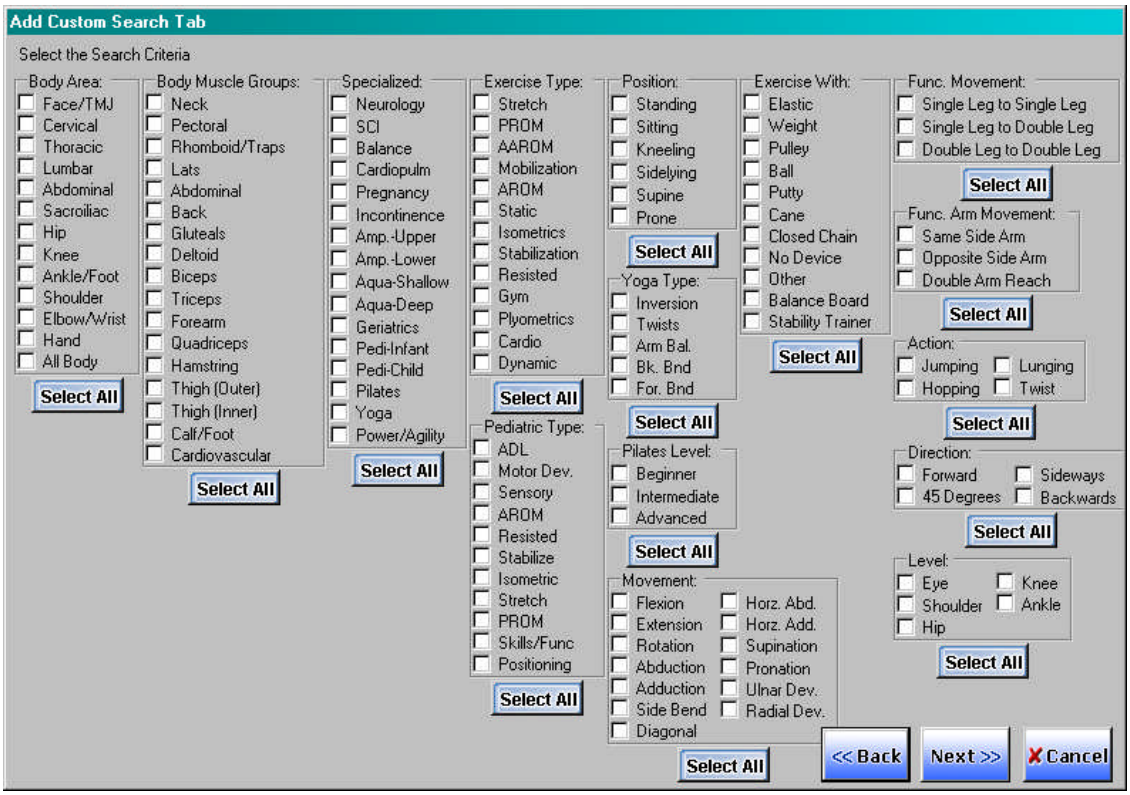

Figure 25 - Selecting the Search Criteria

7. Select **Search the entire database for Exercises.** or **Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf** as shown in Figure 26.

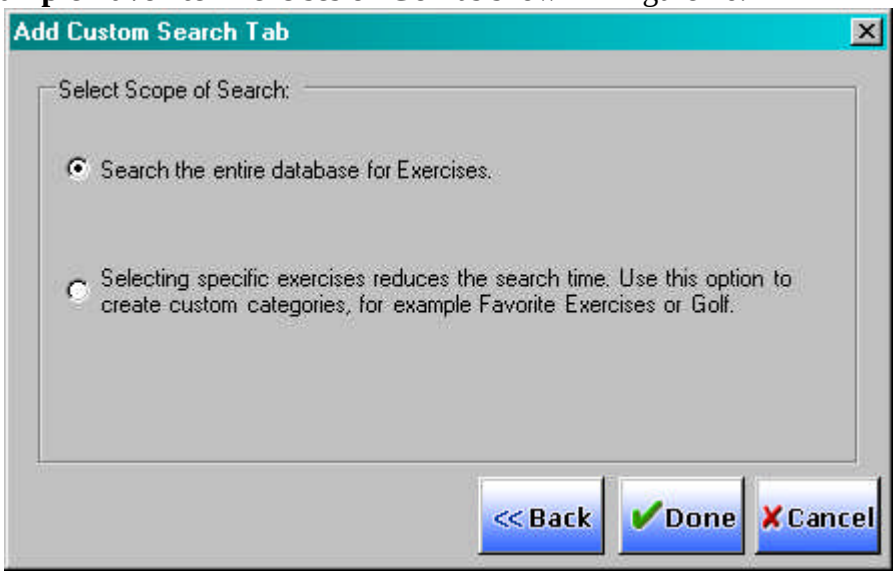
Add Custom Search Tab
Select Scope of Search:
Search the entire database for Exercises.
Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf.
<< Back
Done
Cancel

Figure 26 - Selecting the Scope of the Search on the Custom Tab

8. Click **Done**.

Tip: Click **Back** to go back to the previous dialog box and select different exercises.

9. Enter a name for the group of exercises (Figure 27) to include in the search if **Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf** was selected.

Note: If **Search the entire database for Exercises** was selected, then ensure that the new custom tab has been added, place a checkmark next to each exercise to include in the search, and then click **Search**.

Figure 27 - Exercise Group

10. Click **Next**.
11. Ensure that the new custom tab has been added to the tabs on the main screen and search the exercises from the custom tab.
12. Place a checkmark next to each exercise to include in the search as shown in Figure 28 and click **Search**.

Tip: Selecting only applicable exercises reduces the search time and makes it easier to find the exercises.

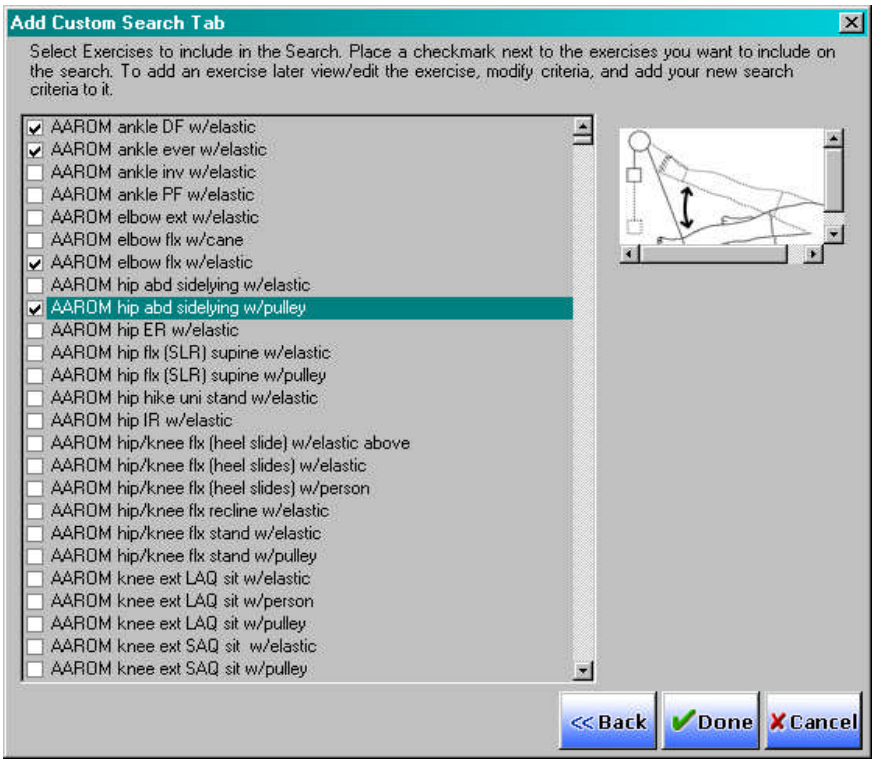
Add Custom Search Tab
Select Exercises to include in the Search. Place a checkmark next to the exercises you want to include on the search. To add an exercise later view/edit the exercise, modify criteria, and add your new search criteria to it.
AAROM ankle DF w/elastic
AAROM ankle ever w/elastic
AAROM ankle inv w/elastic
AAROM ankle PF w/elastic
AAROM elbow ext w/elastic
AAROM elbow flx w/cane
AAROM elbow flx w/elastic
AAROM hip abd sidelying w/elastic
AAROM hip abd sidelying w/pulley
AAROM hip ER w/elastic
AAROM hip flx (SLR) supine w/elastic
AAROM hip flx (SLR) supine w/pulley
AAROM hip hike uni stand w/elastic
AAROM hip IR w/elastic
AAROM hip/knee flx (heel slide) w/elastic above
AAROM hip/knee flx (heel slides) w/elastic
AAROM hip/knee flx (heel slides) w/person
AAROM hip/knee flx recline w/elastic
AAROM hip/knee flx stand w/elastic
AAROM hip/knee flx stand w/pulley
AAROM knee ext LAQ sit w/elastic
AAROM knee ext LAQ sit w/person
AAROM knee ext LAQ sit w/pulley
AAROM knee ext SAQ sit w/elastic
AAROM knee ext SAQ sit w/pulley
<< Back
Done
Cancel

Figure 28 - Selecting the Exercises for a Custom Tab

13. Click **Done**.

Deleting a Custom Tab

Delete a custom tab to add new custom tabs in order to add a new tab. Exercise Pro V5 only allows for only two custom tabs to be created.

1. Select **Admin»Maintain Custom Tabs** from the main menu.
2. Select the custom tab to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

Activity Log

Select **Admin»Activity Log** to view the program activity log. Click **Print** to print the report or click **Print Preview** to view the report before printing.

Archiving and Restoring Client History

Archive the client history data to remove client data that is not frequently accessed. This can reduce the size of the database, minimize search times, and create a backup of the data. Archived data can be restored for future use.

Archiving Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Archive from the Client History Options** box as shown in Figure 29.

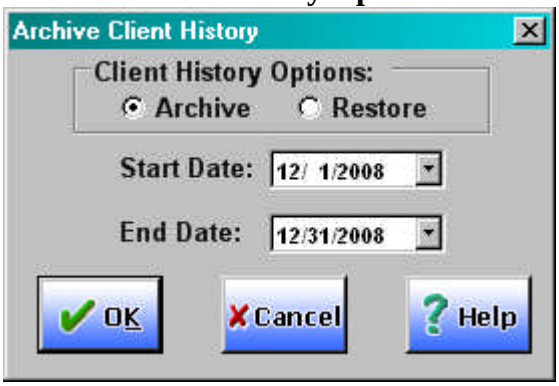

Figure 29 - Archiving Client History

3. Select the start and end dates.
4. Click **OK**.
5. Specify where to save the file and click **Save**.

Restoring Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Restore** from the **Client History Options** box as shown in Figure 30.
3. Click **OK**.
4. Select the saved file and click **Open**.

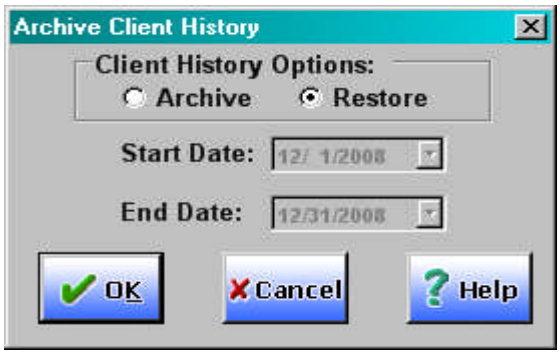

Figure 30 - Restoring Client History

5. Click **OK**.

Restoring Exercises

Restore exercises to the default exercises, which removes any customizations or modifications made to the Exercise Pro V5 exercises

1. Select **Admin»Restore Exercise** from the main menu to open the **Restore Exercise**.
2. Select the exercise to restore.

Tip: To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

Restoring Protocols

Restore modified protocols to the default protocol, which removes any customizations or modifications that have been made to protocols.

1. Select **Admin»Restore Protocol**.
2. Select the protocol to restore.

Tip: To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

Setting Default Exercise Settings

Configure default exercise settings for things, such as sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro V5 default settings.

Note: Modifying the default exercise settings for a type of exercise, for example, AROM, changes the settings for all exercises of that type, which might not make sense for all exercises for a type. Edit the exercise settings for individual exercises that do not fit the default settings.

1. Select **Admin»Exercise Defaults** from the main menu as shown in Figure 31.

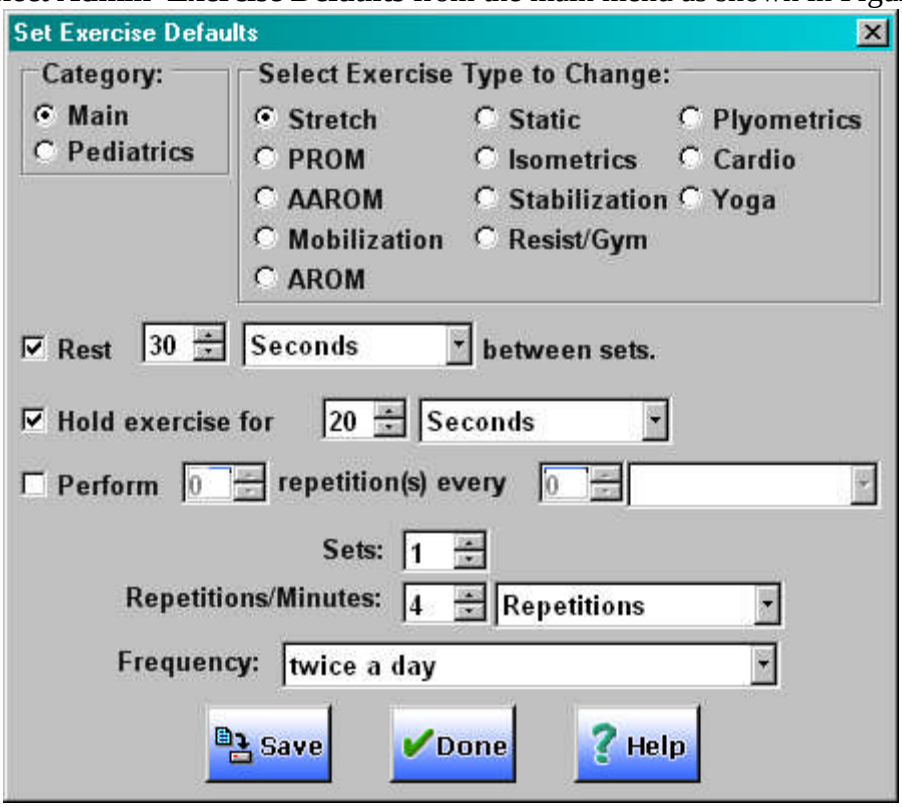

Figure 31 – Set Exercise Defaults dialog box

2. Select **Main** to change the adult exercises settings or select **Pediatric** to change the pediatric exercise settings in the **Category** box.
3. Select the exercise type to change.
4. Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to change the default rest time for the selected exercise type.
5. Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to change the default hold time for the selected exercise type.
6. Place a checkmark in the **Perform** checkbox, enter the number of repetitions, enter a number, and select the time increment from the drop-down list to change the default repetition information for the selected exercise type.

- Enter the set information.
- Enter the number of sets.
- Enter the number of repetitions or minutes per set.
- Select **Repetitions** or **Minutes** from the drop-down list.
- Select how often the client should perform the sets from the **Frequency** drop-down list.

7. Click **Save**.

Chapter 7

Settings

Select **File»Settings** from the main menu to display the **Program Settings** dialog box. Use this dialog box to configure default program settings.

Defining General Program Settings

Use the **General** tab on the **Program Settings** dialog box to define general Exercise Pro V5 program settings as shown in Figure 32.

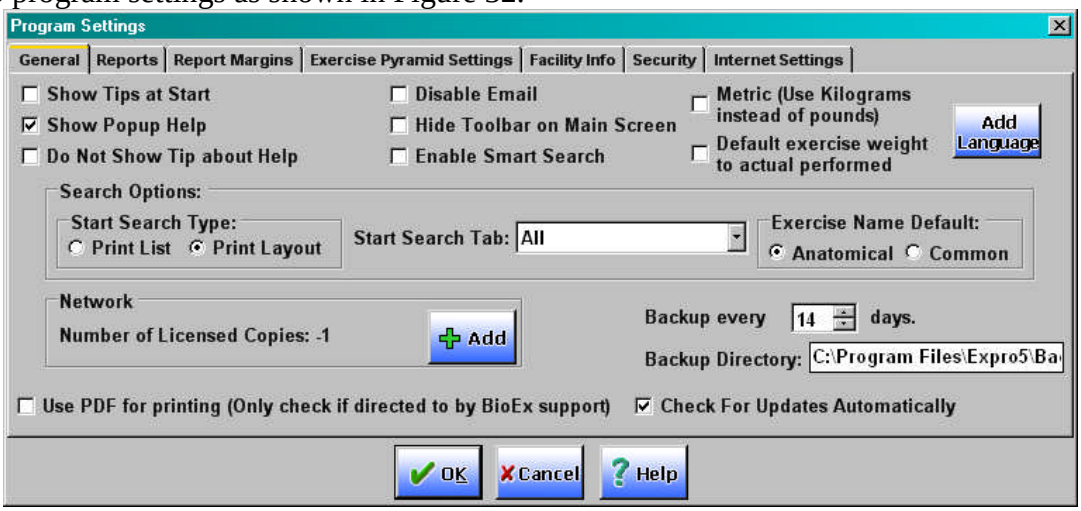

Figure 32 - General Settings tab

1. Select **File»Settings»General**.
2. Place a checkmark in the **Show Tips at Start** checkbox to display helpful tips each time Exercise Pro V5 is started. Remove the checkmark to turn off the tips.

Tip: This is helpful for new users learning to use this application.

3. Place a checkmark in the **Show Popup Help** checkbox to display tool tips that appear when the mouse pointer is moved over a toolbar button or field.

Note: Not all buttons or fields contain tool tips.

4. Place a checkmark in the **Disable Email** checkbox to disable the ability to email client exercise programs.
5. Place a checkmark in the **Hide Toolbar on Main Screen** checkbox to hide the toolbar icons on the main screen.
6. Place a checkmark in the **Enable Smart Search** checkbox to enable smart search, which disables search criteria checkboxes that do not apply.

Note: This does not apply to search criteria in drop-down menus.

7. Place a checkmark in the **Metric (Use Kilograms instead of pounds)** checkbox to display weight in kilograms instead of pounds.
8. Place a checkmark in the **Default** exercise weight to actual performed if you want to default Exercise Pro V5 weight.
9. Click **Add Language** to translate the Exercise Pro V5 programs in to another language.
10. Place a checkmark in the **Use PDF for printing (Only check if directed to by BioEx support)** checkbox to use if directed to by BioEx technical support.

Note: Contact BioEx Support if it takes more than 120 seconds to print an exercise program.

11. Select the number of days between automatic backups of the database in the **Backup every** drop-down list.
12. Type the directory folder location in **Backup Directory:**.
13. Place a checkmark in the **Check For Updates Automatically** to search for updates when Exercise Pro V5 is opened.

Search Options:

14. Place a checkmark in the **Print List** if to search by text (list) or **Print Layout** to search by picture.
15. Select the specified search tab from the **Start Search Tab:** drop-down menu to specify which search tab will display automatically on the main screen when Exercise Pro V5 is opened.
16. Place a checkmark in the **Anatomical** to list exercises by the anatomical names or **Common** to list exercises by the common names.

Note: Not all exercises have common names; therefore, the anatomical name is used.

Network

17. Click **+Add** to add another network license.
18. Click **OK**.

Translating

Translate the work environment in Exercise Pro into Spanish. To change to the Spanish text at any time, select **Spanish** from the **Language** drop-down list where applicable. Support for other languages can also be added.

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box as shown in Figure 33.

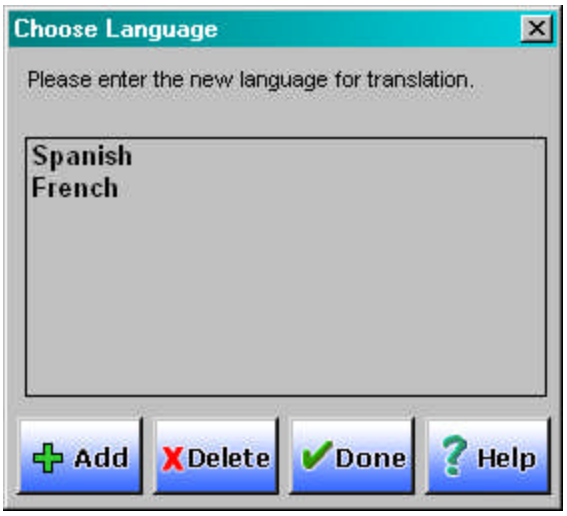

Figure 33 - Choose Language dialog box

2. Click **Add Language** on the **General** tab.
3. Select the language from the **Language** drop-down list and click **Add**.
4. Enter the name of the language and click **OK**.
5. Click **OK** and translate each list by *Editing an Existing* List.
6. Translate each exercise by *Editing Exercises*.

Note: Translating all of lists is required.

Specifying a Password for a New User

Use the **Add New User** dialog box on the **Security** tab to add a password for a specified user. A user will be unable to add, modify, or delete other users. Only an administrator can perform these actions.

1. Select **File»Settings»Security**.
2. Click **Add**.
3. Enter the name, User ID, password, and password confirmation to add specific information for identifying the new user when Exercise Pro V5 is started.
4. Enter a password reminder to help the user remember the password when logging in to Exercise Pro V5.
5. Select **Administrator** to identify the new user with administer security rights or **User** to identify that the new user doesn't have administer security rights.

Note: At least one administrator has to be added before adding a client.

6. Click **OK** to add the new user to the User Management: box on the Security Tab.

Tip: Click **Edit** on the **User Management:** box to edit the new user information at any time.

Defining Default Printing Options

Use the **Reports** tab on the **Program Settings** dialog box as shown in Figure 34 to define the default report settings.

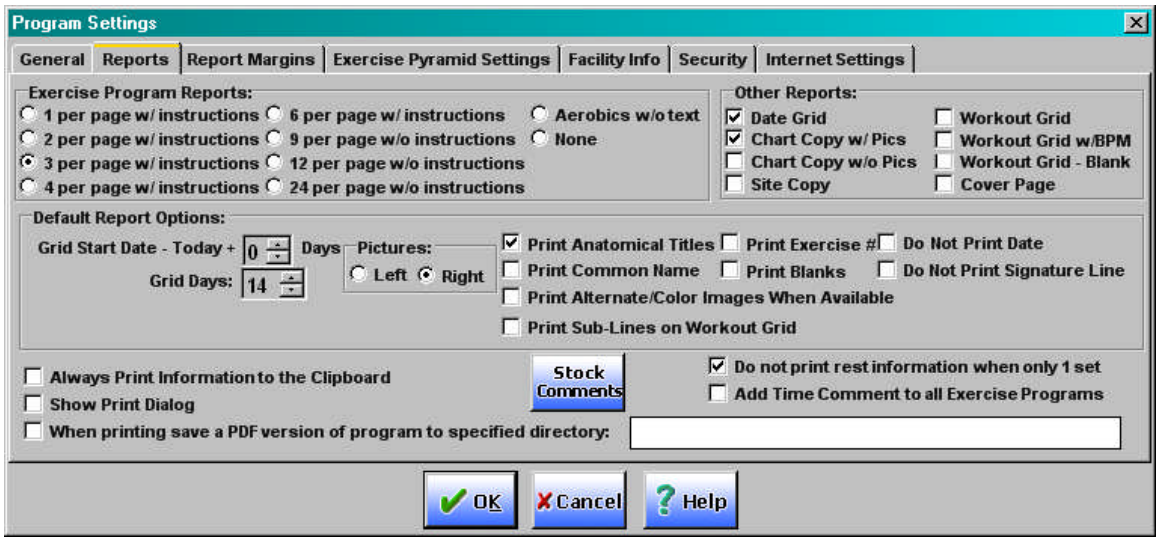

Figure 34 - Reports Settings tab

1. Select **File»Settings»Reports**.
2. Select the default reports to print.
3. Select the default report options.
4. Place a checkmark in the **Always print information to the Clipboard** checkbox to copy the exercise program to the Windows clipboard in addition to the printer.

Tip: Paste the exercise program into another software application, such as Microsoft Word or another documentation program.

5. Click ***Stock Comments*** to add, edit, or delete any default stock comments.

Tip: Stock comments can be edited and customized for individual exercise programs.

6. Place a checkmark in the **Show Print Dialog** checkbox to open the default windows print screen when printing, which allows the option of selecting printers and number of copies.
7. Place a checkmark in the **When printing save a PDF version of program to specified directory** checkbox and enter the directory path.

Note: This option will save the *.PDF version of the program automatically every time it is printed.

8. Click **OK**.

Stock Comments

Add, edit, or delete stock comments from the **Stock Comments** dialog box as shown in Figure 35. The **Stock Comments** dialog box can be found when *Printing a Client Exercise Program or Protocol*, *Editing an Education Topic*, or *defining Client Reports settings*. The stock comments can be added via the **Print** screen or the settings screen by selecting **File»Settings»Reports**.

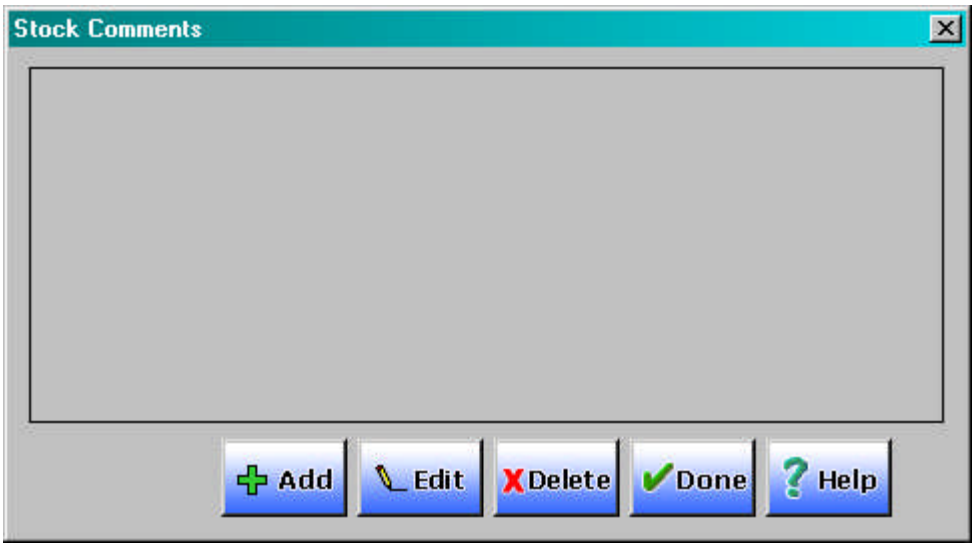

Figure 35 - Add Stock Comment dialog box

Adding Stock Comments

1. Click **Stock Comments**.
2. Click **Add**.
3. Enter a comment name in the **Comment Description** box.

Tip: Use the comment description to select the comment from existing stock comments.

4. Enter the stock comment in the **Comment** box.
5. Place a checkmark in the **Automatically add this comment when printing** checkbox to add this stock comment automatically when printing an exercise program.
6. Click **OK**.

Editing Stock Comments

1. Click **Edit**.
2. Make the changes to the stock comment.
3. Click **OK**.

Deleting Stock Comments

1. Select the stock comment to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

Tip: Delete stock comments from an Exercise Program by selecting the comment (s) to be deleted and then press the <Delete> key on the computer keyboard.

Setting the Default Pyramid Settings

Use the **Exercise Pyramid Settings** tab on the **Program Settings** dialog box as shown in Figure 36 to define the default pyramid settings. Pyramids can now be customized for

each exercise for each client. Refer to the *Setting Pyramids* section on page 21 for more information about customizing pyramids per exercise. The default pyramid settings establish the starting point.

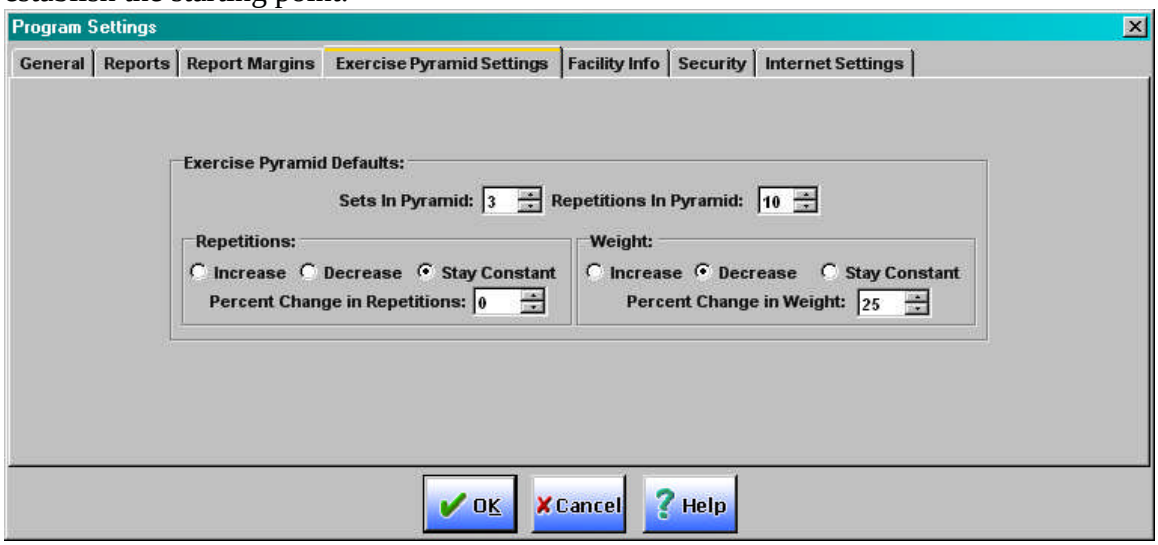

Figure 36 - Exercise Pyramid Settings tab

1. Select **File»Settings»Exercise Pyramid Settings**.
2. Enter the total number of sets in the **Sets in Pyramid** box.
3. Enter the maximum number of repetitions in the **Repetitions In Pyramid** box.
4. Select if the number of repetitions will increase, decrease, or stay constant at each level in the default pyramid.
5. Enter the percent change in the **Percent Change in Repetitions** box.
6. Select if the weight will increase, decrease, or stay constant at each level in the default pyramid.
7. Enter the percent change in weight for each set in the **Percent Change in Weight** box.
8. Click **OK**.

Entering Default Facility Information

Use the **Facility Info** tab on the **Program Settings** dialog box as shown in Figure 37 to enter your facility information, which appears on all forms, topic handouts, and reports. Use the **Facility Info** tab on the **Program Settings** dialog box to enter the facility information, which appears on all forms, topic handouts, and reports.

Note: Most of this information will be printed with the cover page.

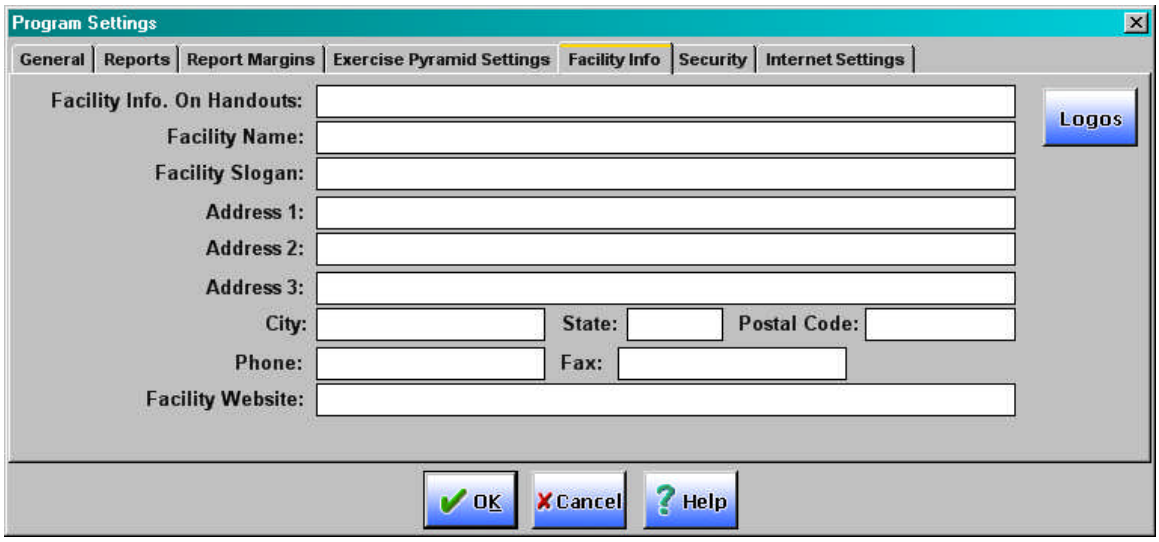

Figure 37 - Facility Info Settings tab

1. Select **File»Settings»Facility Info**.
2. Enter the facility information to print on all handouts.
3. Enter the name of the facility.
4. Enter an advertising slogan or tag line for the facility.
5. Enter the address, city, state, and zip code for the facility.
6. Enter the facility telephone number and fax number.
7. Enter the URL of the facility's website.
8. Click **Logos** to add facility logos to the reports.
9. Click **OK**.

Adding Faculty Logos

Error! Bookmark not defined. Add facility logos to the reports. Logos must be in .jpg or .bmp format. Logos can be set as defaults and/or deleted once the logos are not required.

1. Select **File»Settings»Facility Info** as shown in Figure 38.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

Note: Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

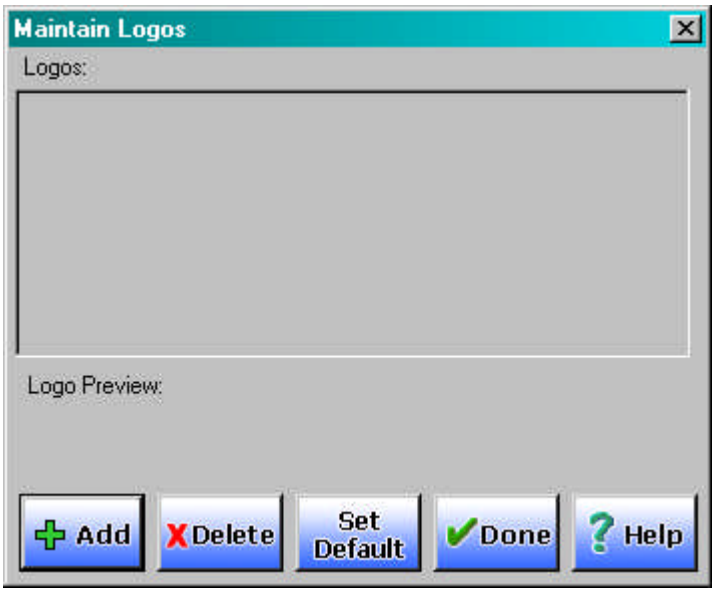

Figure 38 - Maintain Logos dialog box

5. Click **Add**.
6. Browse to and select the logo.
7. Enter a name for the logo.
8. Click **OK**.

Selecting the Default Faculty Logo

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

Note: Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

5. Select the logo and click **Open**.
6. Click **Set Default**, which automatically selects this logo as the default when printing client exercise programs.
7. Click **Done**.

Deleting Faculty Logos

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Select the logo to delete.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

Configuring Email Settings

Use the **Internet Settings** tab on the **Program Settings** dialog box as shown in Figure 39 to define email settings.

Note: Many email providers do not support emailing a program directly from Exercise Pro V5. To get around this problem, Exercise Pro V5 has an export function that can now save the program as a *.pdf file to manually attach it to an email (such as an Outlook email).

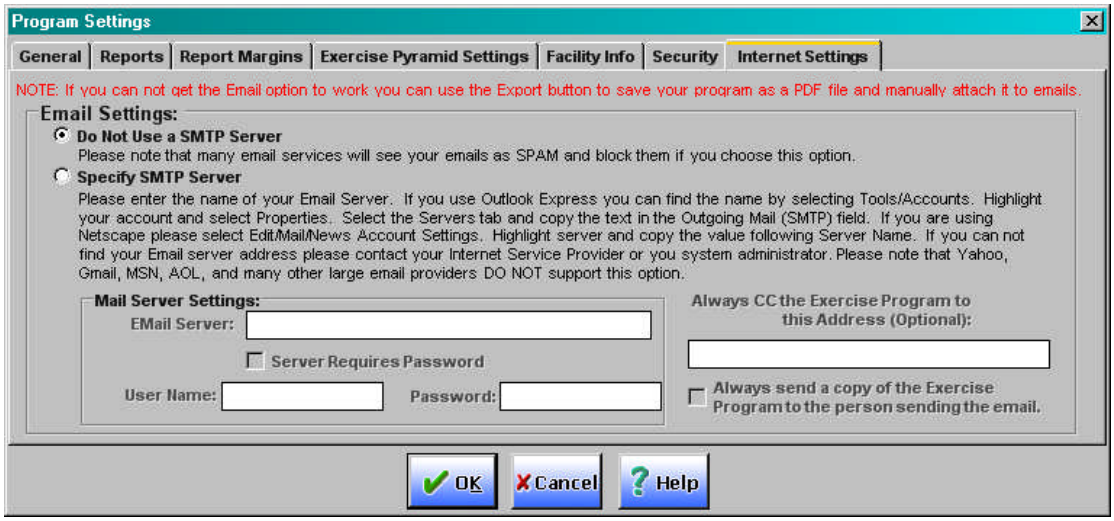
Program Settings
General
Reports
Report Margins
Exercise Pyramid Settings
Facility Info
Security
Internet Settings
NOTE: If you can not get the Email option to work you can use the Export button to save your program as a PDF file and manually attach it to emails.
Email Settings:
Do Not Use a SMTP Server
Please note that many email services will see your emails as SPAM and block them if you choose this option.
Specify SMTP Server
Please enter the name of your Email Server. If you use Outlook Express you can find the name by selecting Tools/Accounts. Highlight your account and select Properties. Select the Servers tab and copy the text in the Outgoing Mail (SMTP) field. If you are using Netscape please select Edit/Mail/News Account Settings. Highlight server and copy the value following Server Name. If you can not find your Email server address please contact your Internet Service Provider or you system administrator. Please note that Yahoo, Gmail, MSN, AOL, and many other large email providers DO NOT support this option.
Mail Server Settings:
EMail Server:
Server Requires Password
User Name:
Password:
Always CC the Exercise Program to this Address (Optional):
Always send a copy of the Exercise Program to the person sending the email.
OK
Cancel
Help

Figure 39 - Internet Settings tab

1. Select **File»Settings»Internet Settings**.
2. Select Specify SMTP Server.
3. Enter the name of the email server.

- Outlook Express.
- Netscape.
- Unknown server

Note: Contact the System Administrator or Internet Service Provider for an unknown server.

4. Place a checkmark in the Server Requires Password checkbox if the email server requires a password.

Note: Enter the User Name and Password for the email server if a password is required.

5. Enter an email address to always send a copy of the exercise programs to a second email address.

Note: This is optional.

6. Place a checkmark in the Always **send a copy of the Exercise Program to the person sending this email** checkbox to always send a copy of the exercise programs to the staff member sending the email.
7. Click **OK**.

Defining Security Settings

Use the **Security** tab on the **Program Settings** dialog box as shown in Figure 40 to define general Exercise Pro V5 program settings.

- Select **File»Settings»Security**.
- Place a checkmark in the **Client Password** checkbox to ask for a password when Exercise Pro V5 is started.
- Click **Add** to add a new user and specify a password for that new user.
- Click **Edit** to edit the new user information.

Note: A user must be added before this option will work.

- Place a checkmark in the **Close** program if it idle and then enter the minutes in the **minutes** drop-down list to close Exercise Pro V5 after the specified amount of minutes has been reached.

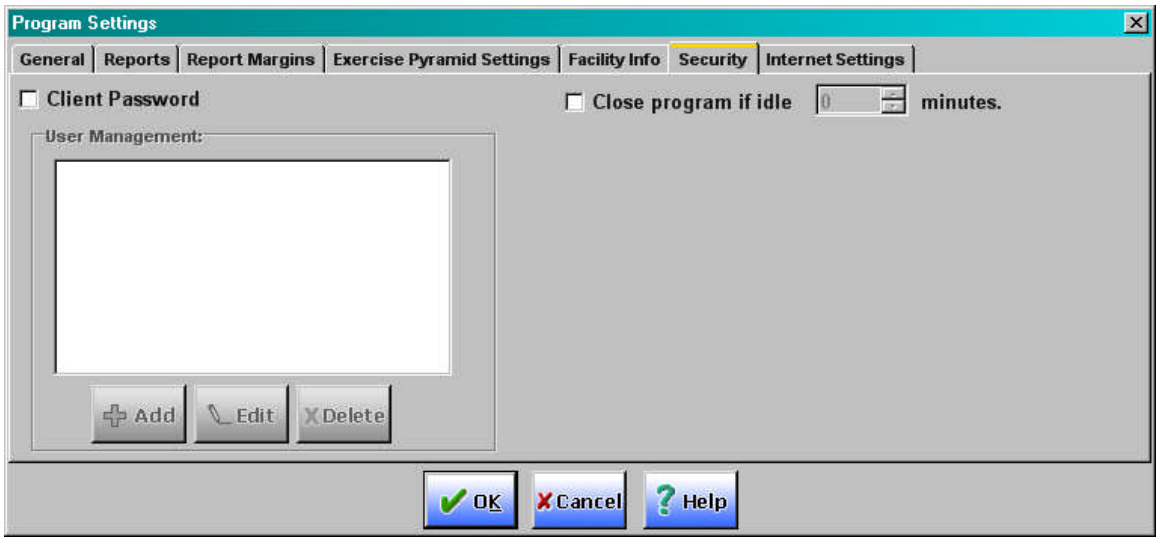

Figure 40 - Security Settings tab

Chapter 8

Reports

Exercise Pro V5 contains client and administrator reports.

Client Reports

Use the **Report** tab on the **Program Settings** dialog box to define the report options settings.

1. Select **File»Settings»Reports**.
2. Select the following options to show how many exercises will be printed per **Date Grid** report:

- **1 per page w/ instructions** – Prints one exercise per page.
- **2 per page w/ instructions** – Prints two exercises per page.
- **3 per page w/ instructions** – Prints three exercises per page.
- **4 per page w/ instructions** – Prints four exercises per page.
- **6 per page w/ instructions** – Prints six exercises per page.
- **9 per page w/o instructions** – Prints nine exercises per page.
- **12 per page w/o instructions** – Prints 12 exercises per page.
- **24 per page w/o instructions** – Prints 24 exercises per page.
- **Aerobics w/o text** – Prints 30 or more exercises per page.
- **None** – Prints none of the selected options.

3. Place a checkmark to show what prints on the **Date Grid** report:

- **Date Grid** – Prints the exercise name, picture, and calendar for specifying when the exercise should be completed.
- **Chart Copy w/ Pics** – Prints thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
- **Chart Copy w/o Pics** – Removes thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
- **Workout Grid** – Prints exercise name with space for you or the client to record exercise results.
- **Workout Grid w/BPM** – Prints exercise name, picture, and target heart rate with space to record exercise results.

- **Workout Grid - Blank** – Prints a generic blank workout grid for clients to keep track of their workout.
- **Site Copy** – Prints the **Chart Copy w/ Pics** report with a **Done** checkbox for staff to mark completed exercises.
- **Cover Page** – Prints a cover page to give to the client as a packet of reports. It contains the facility information and logo from the **Facility Info** tab on the **Program Settings** box.

4. Select the following options to show what will print on the Date Grid report:

- **Grid Start Date - Today +** – Prints the grid start date.

Tip: Specify 0 to start on the current day of printing.

- **Grid Days** – Prints the number of days to print.
- **Left** – Prints all pictures with a Left orientation.
- **Right** – Prints all pictures with a Right orientation.
- **Print Anatomical Titles** – Prints just the anatomical names for the exercises.

Note: Not all exercises have common names; therefore, the anatomical name is used.

- **Print Common Name** – Prints just the common names for the exercises.
- **Print Alternate/Color Images When Available** – Prints color images for the pictures.
- **Print Sub-Lines on Workout Grid** – Prints sub-lines for the exercises on the grid.
- **Print Exercise #** – Prints the exercise number.
- **Print Blanks** – Prints a blank grid for manually writing the information.
- **Do Not Print Date** – Removes the date from the printed report.
- **Do Not Print Signature Line** – Removes the signature line from the printed report.

5. Place a checkmark in the **Always Print Information to the Clipboard** checkbox to save a text version of the printed exercise to the windows clipboard, which allows it to be pasted into electronic format.
6. Place a checkmark in the **Show Print Dialog** checkbox to use the **Print Dialog** box or it will print 1 copy to the default printer.

Note: The **Print Dialog** box will allow the option of selecting printers and number of copies.

7. Place a checkmark in the **When printing, save a PDF version of program to specified directory** checkbox and then enter the directory location to save the printed exercise program as a PDF file in the selected directory, which is generally used for attaching to an electronic documentation note.
8. Click **Stock Comments** to add predefined stock comments at the time of printing.
9. Place a checkmark in the **Do not print rest information when only 1 set** checkbox to print 1 set of 20 repetitions per day and not the rest time between sets.

10. Place a checkmark in the **Add time comment to all Exercise Programs** checkbox to use the **Sets**, **Reps**, **Rest**, **Rate**, and **Hold** information as a rough estimate of the time to create the exercise program that can be calculated.

Note: If this option is checked when a program is printed, the time estimate will be in the comment for the report.

11. Click **OK**.

Quickly Printing an Exercise Worksheet

Select **Quick Print»Print Worksheet** from the main menu to quickly print a blank exercise worksheet to manually write the exercise program.

Administrator Reports

Exercise Pro V5 includes the following administrator reports.

- **Client History Report** – Lists exercises by client and date by selecting **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box.
- **Protocol Summary** – Lists the protocols in Exercise ProV5 by selecting **Reports»Protocol Summary** from the main menu to open the **Print Protocol Summary** dialog box.
- **Exercise Summary** – Lists the exercises Exercise Pro V5 by selecting **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box.
- **Exercise/Topic Frequency** – Lists the exercises and/or topics most frequently used in Exercise Pro V5 by selecting **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Reports** dialog box.

Printing Client History Report

Print the Client History Report, which is an administrator report that lists exercises by client and date.

1. Select **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box as shown in Figure 41.
2. Select the report criteria:

- **Date Range Only** – Includes all exercises for all clients from the selected date range.
- **Date Range and Client Name** – Includes all exercises for the selected client from the selected date range.
- **Date Range and Staff Name** – Includes all exercises for all clients for the selected staff member from the selected date range.

3. Select the starting date for the report.
4. Select the ending date for the report.
5. Select the client from the **Client Name** drop-down list if **Date Range** and **Client Name** was selected in step 2.

6. Select the staff member from the **Staff Name** drop-down list if **Date Range** and **Staff Name** was selected in step 2.
7. Click **Print** to print the report or **Print Preview** to view the report.

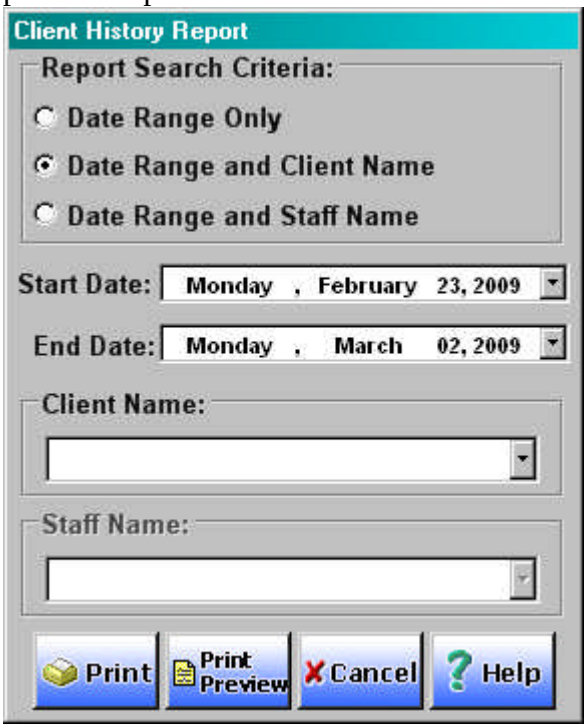

Figure 41 - Client History Report dialog box

Printing a Protocol Summary Report

Print the Protocol Summary report, which is an administrator report that lists the protocols Exercise Pro V5 contains.

1. Select **Reports»Protocol Summary** from the main menu to open the Print Protocol Summary dialog box as shown in Figure 42.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.

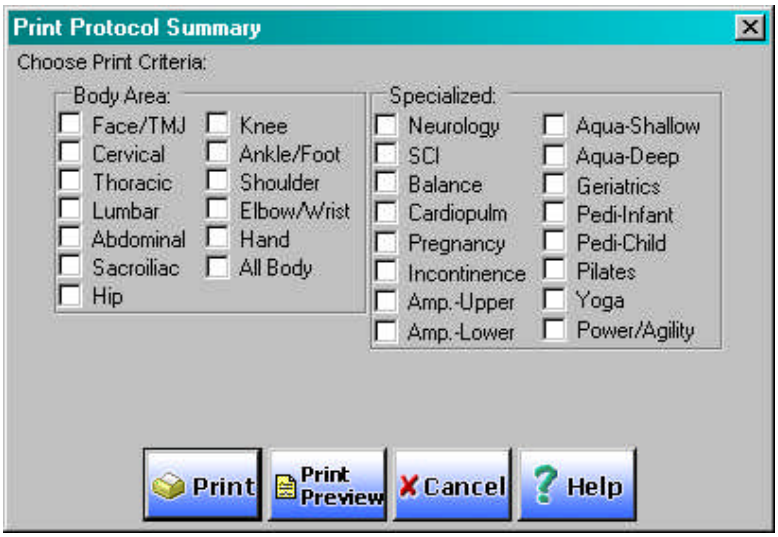

Figure 42 - Print Protocol Summary dialog box

Printing a Exercise Summary Report

Print the Exercise Summary report, which is an administrator report that lists the exercises that Exercise Pro V5 contains.

1. Select **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box as shown in Figure 43.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.

Note: If **Print Thumbnail Pictures** was selected, the **Print Preview** option is disabled.

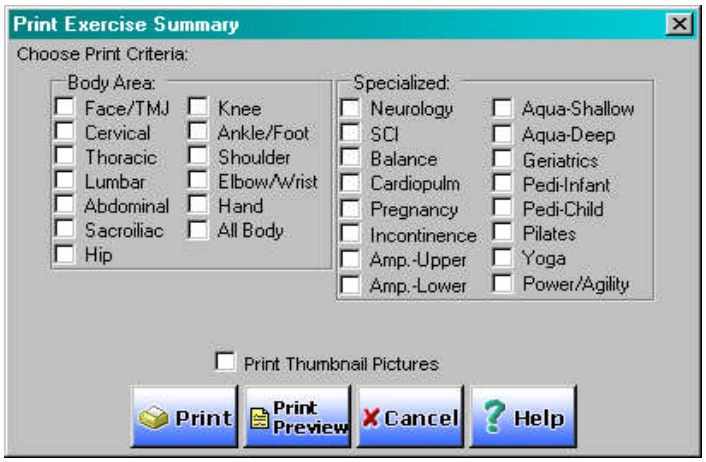

Figure 43 - Print Exercise Summary dialog box

Printing the Exercise/Topic Frequency Report

Print the Exercise/Topic Frequency report, which is an administrator report that lists the exercises and/or topics that are most often used within the program.

- Select **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Report** dialog box as shown in Figure 44
- Select the starting date for the report.
- Select the ending date for the report.
- Select the staff member from the **Issued By** drop-down list.
- Click **Print** to print the report or **Print Preview** to view the report.

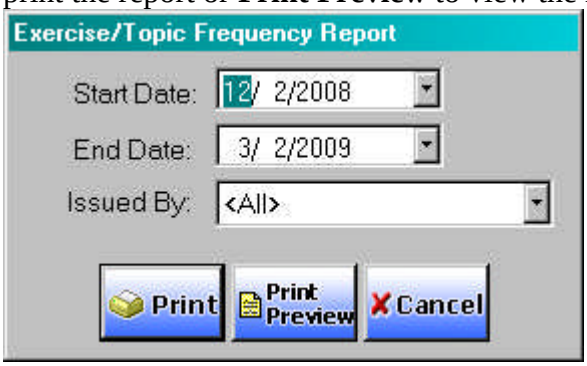

Figure 44 – Exercise/Topic Frequency dialog box

Chapter 9

Frequently Asked Questions (FAQs)

General FAQs

What is the left and right function?
Therapeutic or rehabilitative exercises might focus one a specific arm or leg. Exercises print to show the exercise being performed on that side of the body.

Why do I need multiple logos?
Multiple logos allow you to select among different logos, which is useful if you work at different facilities.

If I add another language, do I have to translate everything?
No. When you add another language, you can translate only the parts of the application you need.

What is the Rapid Program Generate with Numbers?
You can create pages of exercises with the exercise numbers to use as forms. The health professional can circle the exercises to include in the exercise program. The health professional or assistant can then use the form to quickly create the exercise program without having to search for the exercises.

Searching FAQs

What are custom tabs used for?
You can create custom tabs that contain only specific search criteria. If there are only certain exercises from which you want to choose, custom tabs can shorten your search time. This makes creating exercise programs quicker and easier.
Also, you can use custom tabs to create specific sports-related tabs. For example, you can create a custom golf tab and include search criteria and exercises appropriate for golfers.

Can I change a custom tab?
No. You must delete and the custom tab and then add a new custom tab with your changes.

Can I search by pictures of the exercises instead of names?
Use the **Search** tab to select the search criteria to search by pictures.

Can I switch from tab to tab when I search for exercises?
Yes, you can switch between tabs when you search. The search results remain on each tab until you click **Clear**, select **File»Clear** from the main menu, print the exercise program, or close the application.

Exercises FAQs

How are the exercises named?
Exercises are alphabetized using a naming convention.

Can I customize an exercise for a client?
Yes, you can edit an exercise in a client exercise program.

Can I permanently change an exercise?
Yes, you can permanently change the exercise.

If I permanently change an exercise, can I change it back?
You can restore an exercise back to the default Exercise Pro exercise.

If I edit text in an exercise, will my changes be reflected in the Spanish translation?
No, the Spanish (or any other language you might add) text does not automatically update when you change the English text. You can manually edit the Spanish (or any other language) text by editing the exercise.

Can I change the exercise parameters (sets, reps, etc.)?
Yes, there are four ways to change exercise parameters:

- Edit the parameters for the current exercise program.
- Permanently change the parameters for a single exercise.
- Change the defaults for all exercises of that type.
- Change the exercise in a protocol.

Can I add my exercises and exercise pictures?
Yes, you can add exercises and exercise pictures.

Can I modify an exercise picture?
Yes, you can modify an exercise picture.

I keep expecting certain exercises to be under different search criteria. This makes it hard for me to find them. Can I change the search criteria?
Yes, you can modify the search criteria.

Why would I want to copy an exercise?
You can copy an exercise and use it as a starting point for a new exercise.

My facility has different names for a few of the exercises. Can I rename them?
Yes, you can rename an exercise by editing the exercise.

The technical names for the exercises are confusing for my clients. Can the exercises be listed using common names that my client recognizes?
Yes. You can search for exercises and print exercise programs using technical or common exercise names. For example, *Dumbbell Biceps Curl* is the common name for *Resisted unilateral elbow flexion with weight*. Change the report options to change the exercises to technical or common names.

Do I have to use the target heart rate calculator?
Target heart rate is not required for an exercise program. The target heart rate calculator is useful if you are creating an exercise program with an emphasis on cardiovascular fitness.

Printing FAQs

Can I reprint a client exercise program?
Yes, you can reprint an exercise program.

Can I print the exercises without names?
Yes. If you want to print just the current exercise program without titles, remove the checkmarks from the **Print Anatomical Titles** and **Print Common Name** checkboxes. If you want to print exercise programs without titles by default, change the report options.

What is the difference between a Site Copy and a Chart Copy?
The Site Copy report contains enough information for the health professional to know which exercises are in the exercise program. It contains thumbnail pictures of the exercises and the exercise parameters. Use the Site Copy report when working with the client.

The Chart Copy report contains the client name, exercise name, and parameters. No pictures are instructions are included. Use the Chart Copy report as a paper record of the exercise program for the client's chart.

What's the difference between the Client Comment and the Daily Comment?
Client comments print on the exercise reports you give to the client. The daily comment prints only on the Chart Copy report.

Is there a way to create standard Client Comments?
Yes, you can create stock comments.

Do the Client Comments affect how many exercises print per page?
Yes, client comments can affect how many exercises print per page depending on the length of the client comment.

Can I combine multiple exercises programs and reprint the exercise program as a single exercise program?
Yes, search for and select the exercise program using the Client History tab. Select the exercise program to move it to the **Selected Exercises** list, which combines the exercise programs into one program. Print the combined program.
Can I change the order in which the exercises print?
Yes. Select the exercise you want to move and click the appropriate arrow button under **Exercise Options**.

Can I add my facility logo to the printed exercise programs?
Yes, you can add multiple logos to the printed exercise programs. Logos must be in .jpg or .bmp format. Logos can be black and white or color.

What is Quick Print?
Quick Print allows you to quickly create and print non-personalized exercise programs. Select **Quick Print** from the main menu.

Protocols FAQs

How do I create a protocol?
You can create a protocol using either of the following methods:

- Select **Add»New Protocol** from the main menu.
- Create an exercise program and click **Make Protocol** to create a new protocol.

Can I edit protocols?
Yes, you can edit protocols.

Can I customize an exercise in a protocol?
Yes, you can edit an exercise in a protocol.

Education Topics FAQs

Can I add my own education topics?
Yes, you can add your own education topics. You also can import education topics.

Can I modify the Exercise Pro education topics?
Yes, you can edit education topics.

How do I edit the Spanish version of an education topic?

When you edit the education topic, select **Language»Spanish** from the main menu.

How do I print in Spanish?
Select **Spanish** from the **Language** drop-down list when you print the exercise program.

Appendix A

Non-Conforming Exercises

Edit the exercise settings for individual non-conforming exercises. Some exercise defaults do not make sense for some exercises. For example, the facility might standardize on three sets of 20 repetitions for shoulder, wrist, and knee AROM exercises. But the default settings for these exercises might not make sense for exercises, such as walking or running AROM exercises. The following exercises usually do not follow the default exercises settings.

- Non-conforming AAROM exercises
- Non-conforming AROM exercises
- Non-conforming Isometric exercises
- Non-conforming Resist exercises
- Non-conforming Stretch exercises

AAROM

1. AAROM shld Lat pushdown (dip bar) – Suggest 3x 20.
2. AAROM shld flx eccentric w/pulley – Suggest 3 x 10.
3. AAROM breathing hooklying – Suggest sets and reps (not time).
4. AAROM cough quadpleg prone – Suggest sets and reps (not time).
5. AAROM Diaphragmatic breathing w/towel – Suggest sets and reps (not time).
6. AAROM parapleg longsitting – Suggest sets and reps (not time).
7. AAROM parapleg cough sitting – Suggest sets and reps (not time).
8. AAROM quadpleg cough longsitting – Suggest sets and reps (not time).
9. AAROM segmental breathing w/towel/quick stretch – Suggest sets and reps (not time).

AROM

- AROM AK/BK sit weight shift-advanced – Suggest sets and time.
- AROM AK/BK sit weight shift-beginning – Suggest sets and time.
- AROM AK/BK stand weight shift-advanced – Suggest sets and time.
- AROM AK/BK stand weight shift-beginning – Suggest sets and time.

- AROM BK tall kneel weight shift – Suggest sets of time.
- AROM BK tall kneel/walk – Suggest sets of time or distance.
- AROM gait heel walk – Suggest sets and reps and add distance in special instructions.
- AROM gait toe to toe walk – Suggest sets and reps and add distance in special instructions.
- AROM gait toe walk – Suggest sets and reps and add distance in special instructions.
- AROM gait walking – Suggest 1 x 10 minutes.
- AROM gait high step in Pool – Suggest 1 x 10 minutes.
- AROM gait normal step in Pool – Suggest 1 x 10 minutes.
- AROM gait jogging in Pool – Suggest 1 x 10 minutes.
- AROM gait toe to toe walk in Pool – Suggest sets of time.
- AROM floating prone in Pool – Suggest sets of time.
- AROM gait walking w/treadmill – Suggest 1 x 10 minutes.
- AROM gait hand cane balance – Suggest sets of time.
- AROM finger flx/ext hand open/close – Suggest increase rate to 2 per second.
- AROM knee plyometric jumps – Suggest increase rate.
- AROM knee plyometric jumps front/back on step – Suggest increase rate.
- AROM knee plyometric jumps side/side on step – Suggest increase rate.
- AROM knee side to side – Suggest place a distance in special instructions.
- AROM knee crossovers – Suggest sets of time or distance.
- AROM knee crossovers in Pool – Suggest sets of time or distance.
- AROM knee swimming w/kickboard in Pool – Suggest sets of time or distance.
- AROM hip/knee figure eight walk – Suggest sets of time.
- AROM lumbar sideglide L lying – Suggest sets of time.
- AROM lumbar prone lying arms up – Suggest 1 set x 20 minutes.
- AROM lumbar sideglide R lying – Suggest sets of time.
- AROM shld pendulum – Suggest sets of time.
- AROM vestib standing on foam – Suggest sets of time.

Isometric

- Iso hip/pubic stabilization – Suggest isometric parameters (it is classified under stabilization).

Resist

- Resist knee bike upright – Suggest sets of time.
- Resist knee bike recumbent – Suggest sets of time.
- Resist knee cross country ski – Suggest sets of time.
- Resist shld rowing w/mach – Suggest sets of time.
- Resist knee ski simulator – Suggest sets of time.
- Resist knee stance heel/toe w/crosspull w/elastic – Suggest sets of time.
- Resist knee stance uni w/crosspull w/elastic – Suggest sets of time.

- Resist knee stairstepper – Suggest sets of time.
- Resist swimming in Pool w/elastic – Suggest sets of time.
- Resist walking in Pool w/elastic – Suggest sets of time.

Stretch

- Stretch lumbar/thoracic flx (sitting cat) – Suggest 3 sets of 10.
- Stretch cerv decompression – Suggest sets of time.
- Stretch elbow ext palm down – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm down w/wt – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up w/wt – Suggest 1 set x 20 minutes.
- Stretch hamstring sit active – Suggest 3x 10, twice a day.
- Stretch knee ext prone – Suggest 1 set x 20 minutes.
- Stretch knee ext prone w/wt – Suggest 1 set x 20 minutes.
- Stretch knee ext supine – Suggest 1 set x 20 minutes.
- Stretch knee ext supine w/wt – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying arms at side – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying w/pillow at hips – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arms at side – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arm abd – Suggest 1 set x 20 minutes.
- Stretch Quads prone w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/wt – Suggest 1 set x 20 minutes.
- Stretch shld IR static – Suggest 1 set x 20 minutes.

Glossary

-A-

AAROM
Active assisted range of motion Refers to exercises in which the muscle is helped with the aid of an outside force.

abd
Abduction

ACL
Anterior cruciate ligament

add
Adduction

ADL
Activity of daily living

alt
Alternating

ant
Anterior

AROM
Active range of motion Refers to exercises in which the muscle moves a body part.

-B-

bil
Bilateral

bkwd
Backward

-C-

circum
Circumduction

CMC
Carpometacarpal

-D-

depress
Depression
dev
Deviation
DF
Dorsiflexion
diag
Diagonal
DIP
Distal interphalangeal
Dynam
Dynamic

-E-

elev
Elevation
ER
External rotation
ever
Eversion
ext
Extension

-F-

flx
Flexion
fwd
Forward
func
Functional

-G-

grav
Gravity eliminated Refers to a position that allows a body part to be moved with minimal effects of gravity.

-H-

horiz
Horizontal

-I-

indep
: Independent

inv
: Inversion

IP
: Interphalangeal

Ipsi
: Same Side

IR
: Internal rotation

IT
: Iliotibial band

-L-

L
: left

LAQ
: Long arc quad

lat
: Lattissimus

-M-

mach
: Machine

MC
: Metacarpal

motor dev
: Motor development exercise

-O-

Opt
: Opposite side

-P-

PF
: Plantar flexion

pict
: Picture

PIP
: Proximal interphalangeal

post
Posterior
PROM
Passive range of motion Refers to exercises in which a body part is moved by an outside force, not muscle activity.
pron
Pronation
protract
Protraction

-Q-

quad
Quadriceps

-R-

R
Right
rotn
Rotation

-S-

s/p
Status post
SAQ
Short arc quad
shld
Shoulder
SI
Sacroiliac
Skill/func
Skill or functional exercise
sup
Supination

-T-

TFL
Tensor fascia lata
TMJ
Temporomandibular joint

-U-

uni
: Unilateral

-V-

vestib
: Vestibular

VMO
: Vastus lateralis oblique

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